ENROLL TODAY!

Project & Program Management Certificate Programs

Programs to cultivate knowledge in:
Agile Processes and Techniques // Business Analysis/Requirements Management //
IT Project Management // Project Management // Program Management // Systems Engineering

Learn in the classroom or online

ENROLL TODAY!
Management Concepts Project & Program Management Certificate Programs build the business competencies that project managers, business, and IT professionals need to manage and deliver projects that are on time, on budget, and bring value to their organization.

**CHOOSE THE RIGHT PROGRAM FOR YOU**

Each of our six unique programs, available in an introductory associate track or an advanced master track, offers a blend of courses to meet the needs of specific segments of project and program management.

**Agile Certificate Program**: Master the skills and techniques of Agile project management methodologies in order to increase efficiencies.

**Business Analysis/Requirements Management Certificate Program**: Develop the business and management competencies required to successfully meet or exceed your organization’s goals and objectives.

**IT Project Management Certificate Program**: Incorporate project management principles as they relate exclusively to IT projects.

**Project Management Certificate Program**: Conquer the basics of project management and work toward the PMI® PMP® exam.

**Program Management Certificate Program**: Become skilled with the best practices for managing multiple, complex projects to support program management proficiency.

**Systems Engineering Certificate Program**: Learn a systematic approach to analyze user needs and turn them into systems requirements to build an approach to complete projects.

The matrix on pages 6-7 shows how our courses align with each certificate program.

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**WE’LL BRING THE TRAINING TO YOU.**


## Choose the Right Track for You

### Agile Certificate Program

**Associate Track**

**Core Courses (required)**
- Agile Project Management for the Federal Environment
- Agile Requirements: Creating User Stories

**Choose one:**
- Scrum Master: A Federal Approach
- Scrum Product Owner: A Federal Approach

**Elective Courses**

**Choose three:**
- Any course in our Agile and IT Curriculum
- Any course in our Business Analysis/Requirements Management Curriculum

**Choose one:**
- Any course within Leadership & Management
- Select courses within Acquisition & Contracting*
- Select courses within Grants & Assistance*
- Select courses within Financial Management*

**Master Track**

**Core Courses (required)**
- Agile Project Management for the Federal Environment
- Agile Requirements: Creating User Stories

**Choose one:**
- Scrum Master: A Federal Approach
- Scrum Product Owner: A Federal Approach

**Elective Courses**

**Choose two:**
- Any course in our Agile & IT Curriculum
- Any course in our Core Project Management Curriculum

**Choose one:**
- Any course within Leadership & Management
- Select courses within Acquisition & Contracting*
- Select courses within Grants & Assistance*
- Select courses within Financial Management*

### Business Analysis/Requirements Management Certificate Program

**Associate Track**

**Core Courses (required)**
- Principles of Business Analysis
- Crafting High-Quality Requirements
- Verifying and Validating the Solution

**Elective Courses**

**Choose two:**
- Any course in our Agile and IT Curriculum
- Any course in our Business Analysis/Requirements Management Curriculum
- Any course in our Core Project Management Curriculum

### IT Project Management Certificate Program

**Associate Track**

**Core Courses (required)**
- Managing IT Projects

**Choose two:**
- Leadership and Communication Skills for Project Managers
- Project Management Simulation
- Managing Scope, Schedule & Cost

**Elective Courses**

**Choose two:**
- Any course in our Agile and IT Curriculum
- Any course in our Core Project Management Curriculum

**Choose two:**
- Any course in our Agile and IT Curriculum
- Any course in our Business Analysis/Requirements Management Curriculum

### Project Management Certificate Program

**Associate Track**

**Core Courses (required)**
- Project Management Principles

**Choose two:**
- Leadership and Communication Skills for Project Managers
- Project Risk Management
- Managing Scope, Schedule & Cost

**Elective Courses**

**Choose two:**
- Any course in our Agile and IT Curriculum
- Any course in our Core Project Management Curriculum

**Choose two:**
- Any course in our Agile and IT Curriculum
- Any course in our Business Analysis/Requirements Management Curriculum

### Core Courses (required)

- Agile Requirements: Creating User Stories
- Agile Project Management for the Federal Environment
- Principles of Business Analysis
- Crafting High-Quality Requirements
- Verifying and Validating the Solution

Choose the Right Track for You

**PROGRAM MANAGEMENT CERTIFICATE PROGRAM**

Become skilled with the best practices for managing multiple, complex projects. This flexible curriculum allows you to build your own specific electives to support program management proficiency.

**Core Course (required)**
- Program Management

**Elective Courses**

**Choose two:**
- Any course in our Program Management Curriculum

**Choose two:**
- Any course in our Agile & IT Curriculum
- Any course in our Business Analysis/Requirements Management Curriculum
- Any course in our Core Project Management Curriculum

**Choose two:**
- Any course within Leadership & Management
- Select courses within Acquisition & Contracting*
- Select courses within Grants & Assistance*
- Select courses within Financial Management*

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**SYSTEMS ENGINEERING CERTIFICATE PROGRAM**

Demonstrate a systematic approach to analyzing user needs and turning them into systems requirements. These courses will prepare you to develop a systematic approach to complete projects that meet user needs.

**Core Courses (required)**
- Fundamentals of Systems Engineering
- Systems Requirements Analysis
- Systems Architecture and Concepts
- Systems Integration, Verification, and Validation

**Elective Courses**
- None.

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**Features and Benefits**

**Career and Professional Skills Enhancement**
Completing a Management Concepts certificate program demonstrates your ongoing commitment to, and investment in, your professional development and the success of your organization—which shows a level of dedication and motivation greatly valued by high-performing organizations.

**Personalized Programs**
Your job demands a unique set of skills. Our certificate programs offer a wide variety of elective courses, making it easy to match your curriculum to your specific requirements, interests, and goals. We provide guidance to help you develop a curriculum structured around your needs.

**Immediate Application**
Advanced instructional design techniques incorporate peer discussions, case studies, group exercises, practical learning activities, and assessments—enabling you to apply what you learn in class directly to your work environment.

**Current Topics and Comprehensive Materials**
Course topics and materials are continuously updated to reflect changes in laws and requirements and the latest industry best practices. Our course manuals serve as both in-class guides and post-course reference materials.

**Professional Recognition**
Upon completion, you will receive a framed certificate that signifies your knowledge and proficiency in the related competencies, requirements, and best practices. This new level of accomplishment will be highly regarded throughout your professional community.

**Peer Network**
As you complete your certificate program courses, you will meet and learn from other professionals in your field—people with similar career challenges and goals.

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**Management Concepts Revised FAC-P/PM Curriculum**
Our revised and FAI-verified blended approach focuses on minimized time in classrooms, providing a highly focused learning experience to government with a practical solution to agency training needs. Our courses include updated competencies and performance outcomes, meet FAI IT Core-Plus management competency requirements, and integrate government-specific content throughout the lessons.

For more information on bringing this training program to your team, visit [www.ManagementConcepts.com/FACPPM](http://www.ManagementConcepts.com/FACPPM).

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**Complete the Program in the Classroom or Online!**
While all program courses are available in a live classroom version, enrollees also have the option to complete many core requirements and electives online. See pages 8-11 for all delivery format options available for certificate program courses.
Certificate Program Curriculum Matrix

The Project & Program Management Certificate Program Curriculum Matrix shows how Management Concepts courses count toward the completion of each program track. Use the key to locate core courses and electives for your track.

### Courses

#### Agile & IT Courses

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<th>Course</th>
<th>Agile - Associate</th>
<th>Agile - Master</th>
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#### Program Management Courses

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#### Systems Engineering Courses

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Course Highlights

The following pages provide brief descriptions for several core and elective certificate program courses. Please visit www.ManagementConcepts.com where you will find the most up-to-date information including dates, tuition fees, and locations for project and program management courses.

All Management Concepts courses are available for group onsite delivery.

Course Highlights

- **Crafting High-Quality Requirements**
  - Adapt the requirements work plan for the level of project risk
  - Develop use cases through an iterative approach
  - Adapt the requirements work plan for the level of project risk
  
  LENGTH: 3 days NASBA CPE CREDITS & CLP: 24 PDU & PD/CDU CREDITS: 21

- **Fundamentals of Systems Engineering**
  - Understand the concept and importance of systems thinking
  - Describe the systems integrity and project integrity
  - Align stakeholder values and identify technical opportunities and risks

  LENGTH: 3 days NASBA CPE CREDITS & CLP: 24 PDU & PD/CDU CREDITS: 21

- **IT Project Risk Management**
  - Structure a realistic risk management plan
  - Implement risk response strategies and document them in risk management plan
  - Integrate risk management techniques and results into a balanced project management approach

  LENGTH: 3 days NASBA CPE CREDITS & CLP: 24 PDU & PD/CDU CREDITS: 21

- **Leadership & Communication Skills for Project Managers**
  - Demonstrate leadership skills and apply proven techniques in leading teams
  - Apply communication best practices in projects
  - Identify benefits of using the Myers-Briggs Type Indicator (MBTI®) in working with project teams

  LENGTH: 3 days NASBA CPE CREDITS & CLP: 24 PDU & PD/CDU CREDITS: 21

- **Making Decisions Using Earned Value**
  - Measure project performance using EVM metrics
  - Compare planned project performance with actual performance results
  - Calculate cost and schedule variances and indices

  LENGTH: 2 days NASBA CPE CREDITS & CLP: 16 PDU & PD/CDU CREDITS: 14

- **Managing IT Projects**
  - Apply project management best practices to a spectrum of IT projects
  - Identify, assess, and manage risks that threaten your projects

  LENGTH: 4 days NASBA CPE CREDITS & CLP: 32 PDU & PD/CDU CREDITS: 28

- **Managing Project Quality**
  - Implement a successful quality program in your organization
  - Apply requirements analysis and management techniques
  - Recognize the value of Six Sigma

  LENGTH: 3 days NASBA CPE CREDITS & CLP: 24 PDU & PD/CDU CREDITS: 21

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**Agile Acquisition**
- How Agile differs from the traditional project management approach
- How to collaborate in an integrated Agile team environment
- Risk assessment associated with Agile acquisition projects

LENGTH: 2 days NASBA CPE CREDITS & CLP: 16 PDU & PD/CDU CREDITS: 14

**Agile Project Management for the Federal Environment**
- Examine the differences between Agile project management and traditional project management
- Understand the challenges of implementing Agile within the Federal environment
- Discover what is needed to initiate, plan, execute, and monitor and control an Agile project

LENGTH: 3 days NASBA CPE CREDITS & CLP: 24 PDU & PD/CDU CREDITS: 21

**Agile Requirements: Creating User Stories**
- Describe the extended Scrum framework as applied to an Agile project
- Define the importance of user stories in Agile projects
- Demonstrate how user stories are used in a Scrum project

LENGTH: 2 days NASBA CPE CREDITS & CLP: 16 PDU & PD/CDU CREDITS: 14

**Assessing and Recovering Troubled Projects**
- Apply a proven process for assessing and recovering troubled projects
- Develop a project recovery plan
- Use key metrics to measure the success of the project recovery plan

LENGTH: 2 days NASBA CPE CREDITS & CLP: 16 PDU & PD/CDU CREDITS: 14
Course Highlights

Managing Scope, Schedule, and Cost
- Discuss key project scope, schedule, and cost concepts
- Evaluate a deliverable-based Work Breakdown Structure (WBS)
- Evaluate and validate cost estimates
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

PMP® Exam Prep Boot Camp
- Examine your approach to learning, studying, and test-taking
- Determine those areas that are important to study versus others that are “nice to know”
- Explain the key points in terms of professional responsibility in project management
LENGTH: 5 days  NASBA CPE CREDITS & CLP: 40  PDU & PD/CDU CREDITS: 35

Principles of Business Analysis
- Plan, manage, and communicate the business analysis activities
- Analyze the current state of models and the feasibility of solution alternatives
- Select appropriate requirements verification and solution validation methods
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Program Management
- Describe the program lifecycle and identify success factors at each step in the process
- Examine various program management tools and techniques
- Maintain communication with internal and external stakeholders at multiple levels
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Project Management Principles
- Develop components of project management, risk management, and communications plans
- Create a communications plan and WBS
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Project Management Simulation
- Identify stakeholders, determine their roles, form relationships, and manage their expectations
- Tailor your project management approach based on project characteristics
- Evaluate project status and monitor progress and closeout
LENGTH: 4 days  NASBA CPE CREDITS & CLP: 32  PDU & PD/CDU CREDITS: 28

Project Risk Management
- Manage project risk effectively to deliver successful projects that meet stakeholder needs
- Perform quantitative and qualitative risk analyses to prioritize risk response strategies
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Requirements Management for Project Managers
- Determine the project requirements baseline in conjunction with stakeholders
- Identify the components of a Requirements Management Plan (RMP)
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Scrum Product Owner: A Federal Approach
- Prepare to pass the Certified Scrum Product Owner evaluation from the Scrum Alliance
- Recognize key responsibilities of an Agile Product Owner in a Federal environment
- Accurately plan sprints and estimate project delivery dates
LENGTH: 2 days  NASBA CPE CREDITS & CLP: 16  PDU & PD/CDU CREDITS: 14

ScrumMaster: A Federal Approach
- Prepare to pass the Certified ScrumMaster evaluation from Scrum Alliance
- Scale Scrum to any size projects consisting of large teams
- Create functioning applications on time with effective sprint and release planning
LENGTH: 2 days  NASBA CPE CREDITS & CLP: 16  PDU & PD/CDU CREDITS: 14

Systems Architecture and Concepts
- Prepare for concept selection
- Understand alternate concepts
- Conduct architecture selection
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Systems Integration, Verification and Validation
- Understand how integration, verification, qualification, certification, and validation work
- Consider the comparison of in-process and big bang approaches
- Consider the explanations of the variations of testing
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Systems Requirements Analysis
- Resolve incomplete requirements
- Prepare to work with users and stakeholders to establish requirements and constraints
- Apply user requirements understanding models
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21

Verifying and Validating the Solution
- Understand the fundamentals for solution assessment and validation
- Determine how closely the proposed solution meets stakeholder and solution requirements
- Achieve customer acceptance of the constructed solution
LENGTH: 3 days  NASBA CPE CREDITS & CLP: 24  PDU & PD/CDU CREDITS: 21
Frequently Asked Questions

Q: How can I determine whether I am an appropriate candidate for a particular certificate program?
A. Call us at 888.545.8575 and we will help you select the program and the courses that are right for your professional development.

Q: Where can I find a full description of courses and pricing?

Q: Can I receive credit for a Management Concepts course that I attended prior to enrolling in a certificate program?
A. Yes, but you must complete the certificate program within three years of the first day of the first class you take for certificate program credit.

Q: In order to satisfy the curriculum requirements, may I transfer credit from courses I have taken elsewhere?
A. Management Concepts considers credit transfer requests on a case-by-case basis. Please contact your Certificate Program Administrator for further details.

Q: Does my curriculum change if I enrolled in a certificate program in a previous year?
A. Management Concepts will apply the solution that works best for you. Any questions? Please contact your Certificate Program Administrator.

Q: How do I get started?
A. Complete the Letter of Intent located on page 15 of this brochure, or submit it online at www.ManagementConcepts.com/LOI.

Q: Can a certificate program be delivered at my organization?
A. Yes, and any of the certificate programs can be tailored to meet your organization's specific needs. Contact us at 888.545.8575 for more information.

Q: Can I complete a certificate program online?
A. You can complete many courses applicable to our certificate programs in the classroom, online, or choose a combination of delivery methods that work for you.

More questions?
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- Federal Personnel
- Pass-Through Entities
- Recipients of Federal Awards

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Training to help you achieve the highest level of performance in:
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- Auditing
- Budgeting
- Financial Management

**Leadership & Management Certificate Programs**
Programs to develop expertise in:
- Leadership
- Supervision
- Analytics
- Professional Skills

For more information or to enroll, visit us at www.ManagementConcepts.com/CP or call 888.545.8575.

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**Letter of Intent**

Get Started Today!
Simply complete this Letter of Intent and mail or fax it to us. Or enroll online at www.ManagementConcepts.com/LOI.

I am interested in enrolling in the following certificate program(s):

- Agile Certificate Program – Associate Track
- Agile Certificate Program – Master Track
- Business Analysis/Requirements Management Certificate Program – Associate Track
- Business Analysis/Requirements Management Certificate Program – Master Track
- IT Project Management Certificate Program – Associate Track
- IT Project Management Certificate Program – Master Track
- Project Management Certificate Program – Associate Track
- Project Management Certificate Program – Master Track
- Program Management Certificate Program
- Systems Engineering Certificate Program

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Please Return To: Management Concepts
Attn: Certificate Program Office
8230 Leesburg Pike • Tysons Corner, VA 22182
Phone: 888.545.8575 • Fax: 703.790.1371
Email: certificateprogram@managementconcepts.com

I understand that I must complete this program within three years of the first course I take for certificate program credit and that I may withdraw from the program at any time with no obligation. I also understand that this letter is for Management Concepts records only. It is not a legal contract and does not obligate me to take any courses.

Anticipated Start Date: _______________________
Professional Affiliations: ______________________

NOTE: You will receive written confirmation of your acceptance into this program.
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