

# PM001E—E-Learning Bay3000 Masters Certificate

## Project & Portfolio Management

*This is simply the most complete and most flexible accelerated program in project and portfolio management available today. This program was created by leading*



- The very **latest and proven techniques** on such topics as: integration, scope, time, quality, human resources, procurement, cost, communications, and risk. This program also includes Microsoft Project and Project Portfolio Management knowledge!
- This Certificate Program is professional development for individuals who have accepted the challenge to master the art and the science of project management through a flexible self-directed program.
- This self-directed program, with its unique live-instructor touch points, allows you to earn up to **60 PDUs** for your PMP® recertification. This program **brings the PMBOK to life** with tech-

Through practical exercises, participants will focus on key concepts, terms, and principles necessary for successfully managing programs and projects. You will take away usable templates that you can re-use in your projects immediately.

The program is focused on providing participants with the knowledge and skills they need to

- ✓ Arsenal of practical **templates** and methodology artifacts that can be customized by you.
- ✓ **Checklists** and tips sheets that you can use at your next opportunity to transfer the learning to **on-the-job** improvements.
- ✓ Ability to **contact expert instructors**

### Integration

Articulating a Vision  
PMBOK PROCESSES: Develop the Charter  
Making Decisions, Weighing Risk  
Translating Value Made Easy - Partner Selling  
Setting Goals and Standards  
Thinking Clearly and Analytically  
Planning and Scheduling Work  
Self Assess Executive Performance-I  
Self Assess Executive Performance-II  
Self Assess Problem Solving and Decision Making  
Self Assess Project Management  
Selling Skills SelfAssess™  
Stress Performance SelfAssess™  
Team Skills SelfAssess™

### Scope Management

PMBOK PROCESSES: Work Breakdown Structure  
PMBOK PROCESSES: Scope Definition  
PMBOK PROCESSES: Scope Verification  
PMBOK PROCESSES: Activity Definition  
PMBOK PROCESSES: Activity Estimating  
PMBOK PROCESSES: Activity Sequencing  
Microsoft Outlook 2003 Fundamentals  
Microsoft Project 2000--Advanced  
Microsoft Project 2000--Intermediate  
Microsoft Project 2000--Introduction  
Self Assess Time Management  
Time Management and Prioritizing

### Cost Management

PMBOK PROCESSES: Cost Budgeting  
PMBOK PROCESSES: Cost Estimating  
Microsoft Excel 2003 - Fundamentals

### Communications Management

Closing the Gender Communication Gap  
PMBOK PROCESSES: Communications Planning  
Delivering Winning Presentations  
E-Z Business  
Getting Unbiased Information  
Giving Clear Information.  
Listening and Organizing  
Microsoft PowerPoint 2003 Fundamentals  
Preparing Effective Presentations  
SelfAssess Communicating  
SelfAssess Listening Skills  
SelfAssess Valuing Differences  
SelfAssess Writing Performance

### Human Resources Management

Appraising People and Performance  
Being a Team Player  
Coaching and Counseling Practice  
Counseling and Disciplining  
Effective Change Management  
PMBOK PROCESSES: Human Resource Planning  
SelfAssess Career Development  
SelfAssess Coaching  
SelfAssess Conflict  
SelfAssess Diversity  
SelfAssess Ethics and Values  
SelfAssess Leadership Performance  
SelfAssess Managing Change  
SelfAssess Negotiating Skills  
SelfAssess Performance Management  
SelfAssess Stress Performance  
SelfAssess Team Skills  
SelfAssess Valuing Differences  
SelfAssess Working Together

Training, Coaching, and Delegating  
Workshop in Conflict Solutions

### Quality Management

PMBOK PROCESSES: Quality Assurance  
PMBOK PROCESSES: Quality Planning  
Appraising People and Performance  
Breakthrough Customer Service  
Identifying and Solving Problems  
SelfAssess Customer Service  
SelfAssess Performance Management

### Risk Management

PMBOK PROCESSES: Risk Analysis  
PMBOK PROCESSES: Risk Identification

### Procurement Management

Mastering the Craft of the Needs Review  
Negotiating and Entering Sales Relationships

\*Additional fee applies for University option\*

### **Duration:**

The per/person license is valid for 3 months

### **Registration:**

(800) 880-0855 or Sales@Bay3000.com.

### **Technology Requirements:**

- Operating System Win 95, 98, NT4, Windows 2000 or Windows XP and Internet Explorer (IE) 5.0 or higher
- HTML compliant Browser must support cookies, Java, JavaScript (must support Java version 1.02 and JavaScript 1.0) and caching.
- 32MB RAM recommended for better performance.
- 800 x 600 resolution at 32-bit color