



## **MPM Master Project Manager™**

### **The MPM® the Professional Development Program & Certification Course USA.**

#### **Introduction**

##### **ABOUT THE AMERICAN ACADEMY OF PROJECT MANAGEMENT®**

The American Academy of Project Management® (AAPM®) is a global Board of Standards supporting the Project Management industry and professionals. Our qualifications are widely recognized through our network of professionals, which encompasses members in over 150 countries and partnerships with over 1000 Universities, Business Schools and training partners.

In the project management employment world, candidates should earn or attain extra and unique PM qualifications and credentials because everybody seems to have the basic project management certification. Our Global Board of Standards issues Project Management Certification to qualified professionals who meet our criteria and standards of:

- Graduate Training or Education or an Accredited Degree from an IPMC Approved Provider
- Experience and Positions within the Project Management Industry
- Industry Knowledge in the Project Management area
- Clear Understanding of Ethics and Ethical Roles of the Project Manager
- Continuing Education — You must strive to complete annual PM Education Each Year

With liaison offices and training centers in USA, Latin American, EU, Africa, India, Asia, China, Singapore, The AAPM is has become the world's leading professional board of standards for project management practitioners. AAPM® Executive Designation Programs also provide the assurance that the holder has met the required criteria for graduate post-nominal credentials.

#### **By Attending This Program You Will Be Able To:**

By attending this practical and informative professional development program, you will:

- Appreciate the benefits of accurate project management
- Master the art of efficient project delivery
- Use project analysis as a key business driver
- Comply with major international project management standards
- Successfully determine the appropriate technological solutions for your projects

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- Develop a comprehensive tool-kit for successful project management that you can use immediately
- Become a Certified Master Project Manager (MPM®)

#### **Added Benefits You Will Receive Include:**

- The ability to use the designation MPM® on your business card and resume
- 2-years membership to the AAPM professional body
- Access to the AAPM project management network and body of information online
- Access to the AAPM international journal published online
- Gold Seal Embossed MPM® Certificate with your name and designation
- The MPM® shows that you have completed graduate level project management education and you have substantial experience in managing projects on a regional and global level
- Above membership, online access and bonus benefits are valued at over \$1000!

#### **WHO SHOULD ATTEND MPM**

This highly practical qualification has been specifically designed for •Project Managers

- Program Managers
- PMO Managers and Directors
- Training and Development Managers
- Operations Directors
- Executive Directors
- Research and Development Officers
- Team Leaders
- Senior Analysts
- Management Consultants and Other Contractors

#### **The MPM® Training Style**

This course has been designed to include presentation, practical exercises and highly interactive group sessions. The MPM® certification will be received approximately one month following the close of the seminar and all fees associated with certification are included in the course enrollment fees.

#### **MPM® COURSE OVERVIEW**

Project Management is growing exponentially. It's now used in virtually all industries, such as government, health care, telecom, IT, education and banking. Effective management is how these organizations streamline to improve productivity. As businesses are restructured,

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project managers take over many responsibilities. Expertise in project management is a source of security, prosperity and power to many companies.

The American Academy of Project Management® is recognized with members in over 150 countries and alliances with over 1000 training providers, universities and other institutions. The American Academy of Project Management is a Global Board of Standards and Accreditation Council for project management industry professionals and related institutions. AAPM has been featured in: Forbes News, The Business Wire, Reuters Global News, Euro Investor News UK, Yahoo Finance, Morningstar News, Digital50 News, Centre Daily News, Earth Times, Yahoo News, University of California News, and more.

## **Course Curriculum**

### **AAPM® MPM® MODULES**

#### **Introduction to Project Management**

An introduction of the concepts, theories and systems involved in current day project management methodologies. This topic, presented by an expert in project management, will give you a broad grasp and introduction to this four-Module intensive course.

#### **Project Management Cycles**

Rolling out your projects with the latest methodology. How can you use a dynamic approach to fast-track your project and leverage off milestones.

#### **Planning**

Types of plans, the essentials of planning, planning cycles and project components. The project component section outlines the neoclassical approaches to project management by defining key terminology and elements of the project management body of knowledge.

#### **Key Knowledge Areas**

### **AAPM® MPM® MODULE 1**

In this session, we will review all the key aspects of knowledge that a project manager must have.

- 1• Work Breakdown Structures
- 2• Review of the techniques and types of WBS in projects.
- 3• Estimating and Scheduling / Floats and Critical Paths
- 4• Charts, Gantt's, PERTS and other techniques, Critical Paths and Network diagrams examined.
- 5• Projects and Organizations — Part I
- 6• How does an organizational structure interact with project management frameworks and delivery?

- 7• What is the best way to optimize your surrounding structure to ensure greater project output success.
- 8• Why Projects Can Go Wrong
- 9• Some anecdotes and lessons learned

### **AAPM® MPM® MODULE2**

- 1• Projects and Organizations — Part II
- 2• How does an organizational structure interact with project management frameworks and delivery?
- 3• What is the best way to optimize your surrounding structure to ensure greater project output success. (continued from Module1)
- 4• Communications Management
- 5• Project Management Communications, how to plan and successfully roll out your communication's strategy.
- 6• People Management & Leadership
- 7• How do you interact with your team? Master the art of managing your team throughout your project cycles. In this session you will learn project related leadership, conflict resolution, motivation, delegation, and counseling.
- 8• Stakeholder Management
- 9• Who are your project's stakeholders? Introducing the key concepts behind efficient stakeholder management.

### **AAPM® MPM® MODULE3**

- 1• Quality Management
- 2• What is quality and how is it quantified? Learn how to plan for high quality outputs.
- 3• Financial Management
- 4• Financial management and planning for projects. How does high finance adapt to the day-to-day rollout of your projects. Break-Even Analysis and Earned-Value Analysis.
- 5• Issue and Risk Management
- 6• Risks and Issues, how do they differ? How can you foresee and plan for their eventualities. Learn how to correlate risk and opportunity costs, calibrate your issues, and manage them.
- 7• Cost Management
- 8• Cost estimating and cost planning, budgeting and tracking. We will also review financial formulas.
- 9• Change Control
- 10• Identifying, understanding, controlling and managing changes to your project.
- 11• Technologies

12. • Review of some of the applicable technologies available to support you and your project managers.

#### **AAPM® MPM® MODULE4**

- 1• Change, Conflict and Negotiation
- 2• Preparing and executing a negotiation strategy for your project.
- 3• What do you know about the other party, how are you going to leverage your situation.
- 4• The Changing Environment of Management
- 5• Social factors, inequality, environmental factors, legal and economic factors.
- 6• Decision Making and Creative Problem Solving
- 7• Decision making and uncertainty, information processing, behaviors and types of decisions,
- 8• creativity and problem solving.
- 9• International Management and Cross Cultural Competencies
- 10• International success, cultural awareness, diversity, comparative management techniques, organizational theory, cross cultural training.
- 11• Closing out your project
- 12• Close your project and build a body of knowledge.
- 13• This session will cover the methodology behind closing your project and how you can
- 14• leverage off the acquired intellectual property for subsequent ones.
- 15• Post Implementation Reviews
- 16• When, why should you carry out a project review.
- 17• Learn about the four-stage approach to project review and recovery.
- 18• Review, Course Summary and Close
- 19• Completion of Case Studies and Course Summary Review

#### **Examination**

Completion of the certification program requires completion of a 100 multiple choice examination. The examination is issued by the **AAPM Global Board of Standards.**

The examination is paper- based administered by UITI the only accredited examination center for AAPM in Jordan

#### **Program Duration**

The Program is covered in 30 hours delivered on 10 sessions – 3 hours per session.