



# QQI Certified Project Management Course

Live Online Training (4 Days)

Practical, Versatile Project Management Skills

QQI Level 6 Certification, code: 6N4090



live virtual



for individuals



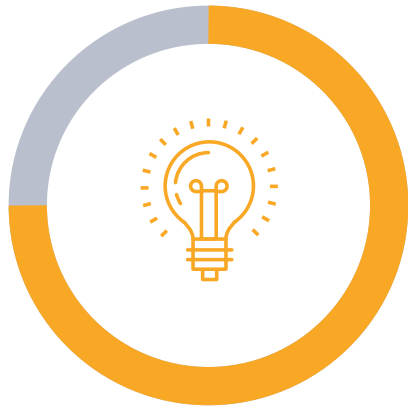
for teams



QQI AWARD

# 4 Reasons to Love our QQI Certified Project Management Course

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## 1. Practical Skills

It's a very practical approach to project management training.



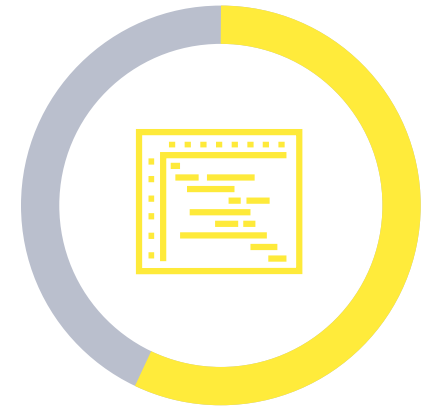
## 2. Versatility

You'll gain versatile skills you can use on different projects.



## 3. Certification

You'll achieve a respected, QQI Level 6 certification.



## 4. Active Learning

You can actively work on a project while learning.

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# About This Course

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## Practical Project Skills for Any Environment

This Certified Project Management Course is for anyone who wants to gain practical project skills they can adapt to be effective in any situation.

Our high-impact, 4-day workshop combines practical and theoretical learning to equip you with skills you can put into action immediately.

Our goal is to give you both the skills and the confidence to participate in and manage projects effectively.





## About This Course

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- This course is very practical, incorporating principles & methods covered in the Project Management Institute (PMI)®, *A Guide to the Project Management Body of Knowledge*, (*PMBOK® Guide*). The PMI® is renowned worldwide as the preeminent body for championing excellence in project management.
- We are a Registered Education Provider (R.E.P.) with the PMI® and we believe that the principles and techniques outlined in the *PMBOK® Guide* are an excellent framework for all kinds of projects.
- Using methods based on the *PMBOK® Guide*, you will follow the life cycle of your chosen project from initiation to planning, execution, controlling and closure.
- Your assessment work will include a project (see [page 14](#) for more details). This can be a real or hypothetical project.
- During the course, you will apply the knowledge and tools to this project through discussion, individual and group exercises.
- We recommend taking time to think about what kind of project you would like to work with. It's important to choose your project in advance of attending the course.

# Training Objectives

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Following this practical training course, you will:

- ✓ Gain a comprehensive project management skill-set based on the PMI® Project Management Body of Knowledge (*PMBOK® Guide*). The US-based PMI® are the market leaders in project management methodologies.
- ✓ Understand the stages of managing a project throughout its life cycle. These include; Initiating, Planning, Executing, Monitoring & Controlling, and Closing.
- ✓ Learn how to apply a range of tools and techniques to your own project including; setting up a project governance structure, developing a project charter and stakeholder plan, Scope, Schedule & Cost, Quality, Risk, Procurement, and Change.
- ✓ Manage project teams by developing and honing your communication, leadership, and team building skills while engaging with project members and stakeholders.
- ✓ Be prepared to complete your assessment work and gain a respected QQI Level 6 certificate in project management. Your assessment work is based on demonstrating your ability to apply the methods to your own project environment.



## Ready to Get Started?

You can view upcoming dates for our Certified Project Management Course and instantly reserve a provisional place by clicking the orange button below.

**Reserve a Place**





## Who Attends?

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This course is designed for anyone who wants to gain relevant project management skills that they can apply in any environment. We recommend our Certified Project Management Course for:

- ✓ Anyone who wants to make a career move into project management.
- ✓ New or recently appointed project managers and project team members.
- ✓ Experienced project managers who want to refresh their skills.

The interactive style of this course creates a rich learning environment, with participants from different backgrounds contributing to a diverse group dynamic.



### Good to Know: Certification Requirements

This course leads to QQI Level 6 Certification. In order to be eligible for QQI Certification, you need a valid Irish PPSN or a UK National Insurance Number. You can learn more on [page 15](#).



## What our students say...

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"Pace of course was perfect. Trainer was so knowledgeable with excellent delivery, such that the course didn't feel overwhelming, which can sometimes happen when trying to fit study into an already hectic schedule."

- Siléan



"I would really rate this course & found the workshops interesting and practical. The tutor had first hand experience leading projects with large multinationals, the assessment provides the opportunity to get into the nuts and bolts of project management so skills can be applied in a practical way.

Highly rated for staff that want an introduction to PM, work in project management roles and for those that are involved in projects regularly."

- Aileen



"I really enjoyed the course and the trainer was great at explaining the fundamentals.

I'm usually the person asking all the questions, however I didn't need to ask anything during the course, which shows that I understood everything... Overall I'm very pleased with the course and will definitely recommend it to people who are looking for this type of level certification."

- Kristine



# Why Choose Our Approach? (5 Key Benefits)

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## ✓ Versatile Project Management Skills

The project management approaches covered during this course can be applied to almost any project management situation across every industry.

## ✓ A Respected Certification

On successful completion of this course and its assessments, you will be eligible for a QQI Level 6 Certification. Credible, respected certification is a must for project managers in every sector.

## ✓ A Practical, Structured Approach

We have developed the course content for this Certified Project Management Course in line with the principles of the globally recognised *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* - Sixth Edition.

## ✓ Immediate Impact

The blend of practical and theoretical learning during this course gives you the opportunity to put aspects of your learning into practice and gain valuable feedback from your trainer.

## ✓ Confidence to Manage Projects Effectively

One of the best benefits you'll gain from this workshop is the confidence to put your learning into action and lead projects with skill and a high level of capability.



Learn More

**5 Benefits of Certification**

**Ask A Question**

# How do you want to learn?



## Classroom Training

Attend in-person training with our expert project management trainers.

[Learn More](#)



## Virtual Training

Enjoy all the benefits of classroom training while connecting from home.

[Learn More](#)



## In-Company Training

Tailored training for your team, delivered in-person or virtually.

[Learn More](#)

# Classroom Training

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Our classroom training in Dublin provides you with a highly intensive learning approach to Project Management Training.

Our classroom courses run in convenient Dublin venues, close to the M50.

## Why Classroom?

- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment.
- ✓ **Delivered by Experts** - Our classroom training gives you access to our expert trainers. You'll benefit from the opportunity to ask questions and receive advice from your trainer.
- ✓ **Support Materials** - In addition to your classroom training experience, you'll gain access to online support materials (slides, reference materials, QQI assessment guidelines).



At present, most of our project management courses will take place as live virtual training. You can gain all of the benefits of classroom training through virtual training.

**Read more and reserve your place on the following page.**



# Live Virtual Training (online)

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Virtual training enables you to connect to live, trainer-led sessions from wherever you are.

It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home. Our virtual training dates are available for anyone to attend.

## How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone. Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.



## Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Reserve My Place](#)

# In-Company Training

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We run this Certified Project Management training for in-company (sometimes called “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-company style of delivery.

## How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



## Why In-House?

- ✓ **Tailored for Your Team** - Although the QQI course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✓ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training.
- ✓ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

# Course Content

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## ① Introduction to this Certificate in Project Management

- The Project Management Framework
- Project Management Institute (PMI)® and *PMBOK® Guide* - Sixth Edition
- The role of a PMO

## ② Project Initiation & Stakeholder Management

- Developing the business case
- Using a project charter
- Governance and organisational structures
- The Role of the Sponsor, Project Manager, and Project Team

- Identifying and classifying stakeholders
- Principles of effective communication
- Developing a Stakeholder Management Plan
- Managing Meetings

## ③ Planning the Project

### 3A: Project Scope Management

- Planning the project scope
- Using a Work Breakdown Structure (WBS) and a Scope Statement

### 3B: Project Scheduling

- Time and resource management
- The time planning process

- Scheduling Tools
- Creating a schedule baseline

### 3C: Project Cost Management

- Estimating costs
- Developing the budget

### 3D: Project Quality Management

- Introduction to quality management
- Defining SMART quality performance metrics
- Root Cause Analysis

[continued on next page...](#)



# Course Content

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## ③ Planning the Project (continued)

### 3E: Project Risk Management

- Methodologies to identify risk
- Using a Risk Register
- Analysing Risk
- Developing Risk Responses

### 3F: Project Procurement Management

- Contract types
- Selection criteria
- Vendor documents
- Evaluating tenders using weighted grid techniques

## 3G: Project Change Management

- Change Control Procedure

## ④ Managing Project Teams

- Role of the Project Manager
- Self analysis
- Leadership styles
- Team development
- Managing performance
- Handling tricky situations
- Using constructive feedback

## ⑤ Executing, Monitoring & Controlling the Project

- Monitoring and controlling the project baselines: Scope, Schedule, and Cost
- Controlling changes, assessing impact, updating plans, authorisation, and sign off
- Monitoring and controlling risk, procurements, quality stakeholders

## ⑥ Closing the Project

- Essential steps to close a project effectively



The running order of each module may vary from course to course.

# About This Certification

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## What is QQI?

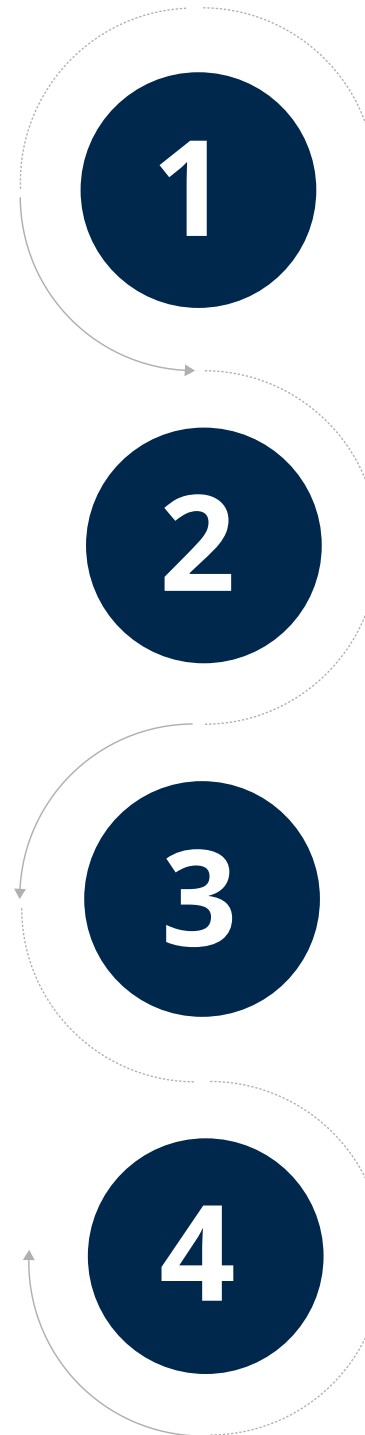
QQI (Quality and Qualifications Ireland) is responsible for the development and review of the National Framework of Qualifications (NFQ).

QQI was established to combine the standalone agencies of FETAC, HETAC and NQAI. This means that awards previously offered as FETAC Level 6 have been revised, redesigned and are now QQI Level 6 awards.

## Award type and credit value for this course

Project Management is a Level 6 Minor Award. It sits at Level 6 on the National Framework of Qualifications (NFQ), and carries 15 credits. The course code is 6N4090

*continued on next page...*



## "How Do I Achieve My Certification?"

### 1. Attend our 4-Day Certified Project Management Course

Attend either our classroom or live virtual training course.

### 2. Self-Directed Learning & Assessment Work

Project (70%) + Assignment (30%)

Self-directed learning includes research, reading, study, practice, reflection, and preparation of assessment work.

### 3. Submit Your Assessment Work

You must submit all of your assessment work within 8 weeks of completing training.

### 4. Achieve Your Certification!

You will receive a notification of your results approximately 1 month from your submission date (depending on what date you submit your work). Your official certificate will be sent to you within 3 months.

# Important Information About Your Certification

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- Successfully completing this course and its assessment work leads to a **QQI Level 6 certification**. QQI (Quality and Qualifications Ireland) is responsible for the development and review of the **National Framework of Qualifications (NFQ)**.
- In order to be eligible to achieve QQI Certification, you must have - and provide us with - a **valid Irish PPSN** (Personal Public Service Number).
- If you are a UK citizen with a **valid NIN** (UK PPSN equivalent) you are eligible to apply for a QQI award. Other EU citizens are not eligible to apply for a QQI award (unless they are already in possession of a valid Irish PPSN or UK NIN).
- QQI require that all grades being submitted for certification include the following **personal information**:
  - ✓ Full Name
  - ✓ Date of birth
  - ✓ PPSN
  - ✓ Gender
- This means that **we are required to collect this information** from you when you submit your assessment work.
- This information is collected solely for the purpose outlined above and is stored **securely** on-site at our offices in Dublin. You can view our **Privacy Policy** by [clicking here](#).



## Ask Us A Question

If you have any questions about QQI Certification, you can reach us at Freephone 1800 910 810, or click below to "Ask A Quick Question" online.

We'll respond with the information you need.

**Ask A Quick Question**



## 3 Ways to Get Started

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### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your project management training, or book a place for you on an upcoming course date.

**Freephone 1800 910 810**



### Reserve a Virtual Place

Using the button below, you can view and select upcoming dates to reserve your provisional place on an upcoming QQI project management course.

We will get in touch with course details, to answer any questions you may have, and to confirm your place.

**Reserve a Place**



### Get a Quote

Click the button below to request a tailored quotation for your organisation's in-company project management training.

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quote**

# About Us

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## Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential



### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

## Stay Connected

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*PMI, PMP, CAPM, and (PMBOK Guide), are registered marks of the Project Management Institute, Inc. The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.*

# Contact Us

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**Contact Us**

