

Curriculum

Õppekava Eesti keeles

<https://www.ettevotluskeskus.ee/vpm24ien-project-management-pc>

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| Training Institution Name | Ettevõtluskeskus OÜ |
| Curriculum Title | <p>Project Management Professional Certificate: Foundations in Project Management, Agile, and Six Sigma with AI Tools for Automation</p> <p>Curriculum Title in Estonian Projektijuhtimise professionaalne sertifikaat: Projektijuhtimise, Agile'i ja Six Sigma alused koos AI-tööriistadega automatiseerimiseks</p> |
| Curriculum Code | vPM24ien |
| Curriculum Group | Äri ja haldus - Juhtimine ja haldus |
| Target Learners | <ul style="list-style-type: none">• Career Changers: This course is ideal for individuals seeking to transition into a career in project management from other fields. It provides the foundational knowledge and skills needed to make this switch.• Recent Graduates: This course will be particularly beneficial for recent graduates who lack practical experience in project management but are eager to enter this dynamic field.• Professionals Seeking Up-skilling: Professionals currently in roles that involve aspects of project management but who lack formal training in this area will gain valuable skills and a formal credential.• Aspiring Project Managers: This course is an excellent starting point for individuals aspiring to start a career in project management, especially those without prior related experience or academic qualifications. <p>The training is conducted in small groups to ensure sufficient time for mentor feedback.</p> |
| Purpose of Learning | <ul style="list-style-type: none">• The Project Management Professional Certificate course is designed to provide a comprehensive learning experience that promotes personal and professional growth.• Its primary goal is to equip learners with various project management skills, preparing them for career advancement in this dynamic field.• The course offers practical training in essential project management practices, including risk management, stakeholder engagement, and Agile and Scrum methodologies.• Additionally, it aims to develop critical soft skills like communication and problem-solving, which are invaluable in any professional context. |

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| | <ul style="list-style-type: none"> • The course enhances learners' professional credibility and opens new opportunities in various industries by offering a recognized Google credential upon completion (optional for the participants). • It also fosters networking and mentorship, connecting learners with experienced professionals. |
| Curriculum Development Basis | OSKA studies Classification of general working life skills and future need |
| Learning Outcomes | <p>By completing the learning path on an online learning platform, the learner will achieve the following learning outcomes:</p> <ol style="list-style-type: none"> 1. Mastery of Project Management Skills Learning Outcome: The learner understands and applies project management skills, roles, and responsibilities in diverse industries. Assessment Method: This is a practical task where the learner must develop a project plan using learned project management tools and techniques. 2. Explanation of Lifecycle and Methodologies Learning Outcome: The learner explains the project management lifecycle and evaluate various management methodologies. Assessment Method: Written-test or essay analyzing the pros and cons of different project management methodologies. 3. Understanding Organizational Impact Learning Outcome: The learner defines and analyzes the impact of organizational structure and culture on project management. Assessment Method: Group work analyzing a real or hypothetical organizational case, discussing how organizational culture and structure influence project management. 4. Understanding the Importance of the Initiation Phase Learning Outcome: The learner understands the importance of the project initiation phase and its steps. Assessment Method: Preparation of a project proposal covering project objectives, scope, budget, and schedule. 5. AI Tools in Project Management: Understand the potential of AI tools in project management and apply them to optimize work processes and increase efficiency. |
| Preconditions for enrollment to the training | <p>Language skills required to start studying:</p> <ol style="list-style-type: none"> 1) English language proficiency - Understanding text: You must understand texts composed of frequently occurring words or words related to your work. Knowledge of data analytics terminology is not necessary to start the training; these terms will be learned along with other topics. 2) Participation in group meetings: Fluent English language skills are required for meaningful participation in online group meetings. If the study |

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| | <p>group consists only of Estonian speakers, spoken English language skills are not required.</p> <p>Participants must be able to use a camera-enabled mobile device and sufficiently private space to participate in online group meetings.</p> <p>A Google email account is required to join the Google Chat channel created for the training group.</p> <p>Those interested in the training can receive initial feedback on the suitability of this particular training. During this process, it will become clear how realistic it is to attend real-time online seminars and whether it is necessary to participate in on-site training sessions with more trainer support.</p> |
| Estimated time for studies, including online group meetings and independent learning | The training consists of 230 academic hours, including 204 hours of independent study and 26 hours of online meetings with mentors. |
| Independent learning | <p>Independent work tasks are:</p> <ol style="list-style-type: none"> 1. Going through materials in the online learning environment 2. Optional case study submitted to the online learning platform. 3. Tasks provided by the mentor coach, which the learner completes before individual and group mentoring sessions. <p>Feedback is provided by the mentor coach and/or peer learners: a project charter, project team charter, data collection plan, process map, along with null and alternative hypotheses, problem statement, business case, goal statement, process and scope description, and timeline; updating one's LinkedIn profile for the attention of recruiters, taking into account the interests of data analytics employers.</p> <p>The weekly estimated workload of independent learning varies from 3-5 academic hours depending on the learner's previous exposure to the Project Management field.</p> <p>The learner will be given access to the online learning platform learning environment on the training start date. Those who finish the course in the expected time will be granted additional access for two months to revisit and consolidate what they have learned.</p> |
| Topics and learning content | <p>Key topics: Project Management, Change Management, Strategic Thinking, Organizational Culture, Risk Management, Quality Management, Project Execution, Agile Management, Problem Solving</p> <p>Learner</p> <ol style="list-style-type: none"> 1. Plans their learning with the support of the program manager. 2. Completes the project management path in the online environment. |

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| | Attends real-time online meetings with mentor coaches, presentations, and guidance for independent learning. |
| Training methods | Various active learning methods are used in the training, including case studies, practical work, and independent work. Work in small groups, and peer-to-peer feedback is used. |
| Description of the learning environment | Independent learning occurs in the online learning platform learning environment; access is granted to accepted learners. An internet-connected mobile device is required. Meetings with the mentor and group work are online real-time activities. |
| List of learning materials | The learner completes the online learning platform "Project Management" learning path. <ul style="list-style-type: none"> • Self-Study assignments • Group-study practical assignments provided by mentor • Presentations provided by mentor • Projects for demonstration purposes |
| Completion conditions and issued documents | To complete the training, the learner must achieve learning outcomes and submit a thesis. The certificate is issued if the learner achieves the learning outcomes and submits the thesis. If the learner did not achieve all learning outcomes or did not want an assessment, a certificate of participation will be issued. |
| Description of the Qualifications, Learning, or Work Experience Required to Conduct the Training | All trainers have higher education, work experience in the field they teach, and experience in training adults. Short introductions of trainers can be read on the specific training page. |
| Curriculum approval time | 16.09.2024 |