

## The Mathis Group Is A PMI® Registered Global Educational Provider

The Mathis Group is a Project Management Institute (PMI®) Registered Global Educational Provider (R.E.P.). We are committed to enhancing the ongoing professional development of PMI Members, PMI-certified Project Management Professionals (PMP®), and other project management stakeholders through appropriate project management learning activities and products. We have agreed to abide by PMI® established operational and educational criteria, and are subject to random audits for quality assurance purposes.

We have over forty courses to offer as a R.E.P. Each course is listed below.

***Pre-Class for Certification Exam Class*** is a 2-day course offering 13 PDUs (Professional Development Units). This course is designed to assist participants in preparing to take and pass the Missouri Project Management Certification Exam. The goal of this course is to provide participants with 14 hours of class time, which include discussions and review of all course content, cases, and the nine knowledge areas of *PMBOK® Guide*. This course will conclude by giving the test. Scoring of the test will take place quickly, and scores will be reported as required.

***PMP® Prep Boot Camp*** is an intensive 4-day course offering 35 Contact Hours/PDUs. This fast paced boot camp prepares each participant with all the core competencies to pass the PMP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. Also, learn methodologies for taking national tests.

***Project Management Fundamentals*** is a 1/2-day course offering 3.5 PDUs. This course focuses on ways to gather requirements from your customer by using detailed questions. Participants will examine change and ways to control it, risk analysis, communication, and ways to disarm and control conflict. In addition, this course uses four case studies to allow participants to instantly apply the principals within an organizational setting. This course will follow Project Management Institute's nine knowledge areas of the *PMBOK® Guide*.

***Project Management Fundamentals*** is a 1-day course offering 6.5 PDUs. This basic course provides core project management skills. Participants will explore ideas and actions to be more effective throughout the entire project management process. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Comprehensive Project Management*** is a 2-day course offering 13 PDUs. This intermediate course provides competencies to monitor and lead a single or multiple projects' scope, critical path, scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Mastering Project Management*** is our 3-day course offering 19.5 PDUs. This intensive course includes applicable hands-on activities and team exercises which will reinforce project management core competencies. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Advanced Skills on Project Interviewing, Risk and Negotiation*** is a 2-day course offering 15 PDUs. This course focuses on ways to use communication to gather detailed information from the customer, analyze the information, and expedite the outcomes desired by the customer. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and provide insight to different communication styles. Participants will learn how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course also examines risk identification, risk communication, and risk planning. In addition, this course examines the strategies of successful negotiation throughout the project's life cycle. Attendees will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples of negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Agile Project Management*** is 2-day course offering 13 PDUs. Agile Project Management officially began in 2001 and has become a popular project management approach. Examine the focus of energizing, empowering, and enabling project teams to provide customer value in a very efficient manner. Examine the value and process of actively involving the customer in the project. Explore the actions of responding to change in the project while focusing on delivering high customer value.

***Creating a Successful Project Business Case*** is an intensive 1- or 2-day course offering 6.5 or 13 PDUs, respectively, will focus on the business case. Learn what a business case is, what it includes, why it is necessary for successful project management and how to develop a business case for every project. Learn how to conduct a business case review to ensure your project's success. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Executives Managing Projects in the 21st Century*** is a 1-day course offering 6.5 PDUs which focuses on ways executives can run projects faster and more effectively. This course will recommend a six-phase process and numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts.

***Microsoft Project 2003 Basics*** is a 1-day course offering 6.5 PDUs. It is focused on helping individuals who use Microsoft Office Project Professional 2003. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan.

***Microsoft Project 2003 Intermediate*** is a 1-day course offering 6.5 PDUs which builds upon the basic skills students learned in the Microsoft Project 2003 Basics course. This course will go beyond simply preparing a Project Plan and actually look at the skills needed to use Microsoft Project during the Project Implementation phase. By the end of this course, students will be able to exchange project plan data with other software applications, update current and past project plans, produce custom reports in a variety of Medias, and reuse project plan information in other current or future projects.

***Microsoft Project 2007 Basics*** is a 1-day course offering 6.5 PDUs. It is focused on helping individuals who use Microsoft Office Project Professional 2007. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan.

***Microsoft Project 2007 Intermediate*** is a 1-day course offering 6.5 PDUs which builds upon the basic skills students learned in the Microsoft Project 2007 Basics course. This course will go beyond simply preparing a Project Plan and actually look at the skills needed to use Microsoft Project during the Project Implementation phase. By the end of this course, students will be able to exchange project plan data with other software applications, update current and past project plans, produce custom reports in a variety of Medias, and reuse project plan information in other current or future projects.

***Proactive Communication and Interview Skills for Gathering Business Requirements*** is a 1-day course offering 6.5 PDUs and focuses on ways to use communication as a way to gather detailed information from the customer, analyze the information, and expedite the outcomes desired by the customer. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and will provide insight to different communication styles. Participants will learn new power by using certain words to impact the message and by asking questions that get noticed. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Program Management*** is a 2-day course offering 13 PDUs. This class is designed to offer direction in managing a number of projects under a common umbrella. These projects will often run within the same timeframe using the same resources. An effective program manager is able to see an overview of the whole picture while still attending to the individual pieces.

***Project Change Management*** is a 2- or 3-day seminar offering 13 or 19.5 PDUs, respectively. This course will show you how to implement, track and control changes to your project. This seminar focuses on ways to reduce the uncertainty of project changes. Learn how to analyze each change while developing processes, tools and techniques which can be used immediately. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Communication Management*** is a 2-day course offering 13 PDUs. This course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner as well as proper usage of words and language for influencing project stakeholders. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Cost Management*** is a 1-day course offering 6.5 PDUs. This course focuses on basic cost management theories and techniques. Learn how to give value to the customer beyond cost. Discuss ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Human Resources Management*** is a 2-day course offering 13 PDUs. This course will focus on planning for human resource needs. It is filled with behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This course will also include issues such as conflict. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Integration Management*** is a 3-day offering 19.5 PDUs. This intensive 3-day course focuses on ways employees can run projects faster and more effectively. This course recommends a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Management Concepts*** is an intensive 2-day course offering 14 PDUs. It provides an overview of the project management concepts and how they function within the organizational environment. It includes applicable hands-on activities and team exercises. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's 5 process groups and nine knowledge areas of *PMBOK® Guide*.

***Project Management Office (PMO)*** is a 3-day course offering 19.5 PDUs. This course will give each participant an in-depth opportunity to engage in a complete examination of the breadth of the Project Management Office. Participants will examine the role, purpose, and the different models used, as well as how an organization would approach establishing a PMO. Participants will learn best practices for establishing, managing, and successfully leading toward project excellence with a PMO. We will discuss methodologies for the PMO that allows you to understand and implement project management core competencies across the organization.

***Project Monitoring, Evaluation and Oversight*** is a 2-day course offering 13 PDUs examines. It examines how to establish processes and evaluation techniques for auditing project solutions. You will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. Discover various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. This course also focuses on establishing process improvements in the maintaining of oversight procedures. You are able to apply widely accepted standards and preferred evaluation and oversight principles, as well as provide means to compile, analyze and optimize project performance. Explore ways to deliver feedback and make recommendations to the appropriate individuals in the organization. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Performance Management*** is a 2-day course offering 13 PDUs. This course focuses on developing strategies for tracking performance in project teams. This course examines issues such as benchmarking, performance, and establishing a gap between desired project performance and preferred performance. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Procurement Management*** is a 1-day course offering 6.5 PDUs. This is structured to lay the proper foundation for procurement principles and processes. The emphasis of this program is to help teams or individuals learn how to function in the procurement world in day to day operations. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Quality Assurance, Monitoring and Auditing*** is a 2-day course offering 13 PDUs. Participants will focus on issues such as how to maintain quality by using audits and evaluations for monitoring purposes. Quality theories taught by Drs. Deming and Juran are included as foundations for implementing new quality initiatives. In addition, several types of project audits will be explored as a means of controlling the project with more efficiency. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Quality Management*** is a 2-day course offering 13 PDUs. Participants focus on additional planning of the project while examining issues such as how to keep continuous improvement, symptoms of quality concerns, and how to maintain quality throughout the project. In addition, study techniques and theories taught by Drs. Deming and Juran as foundations for implementing new quality plans. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Risk Management*** is a 2-day course offering 13 PDUs. This course teaches participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course examines risk identification, risk communication, and risk planning. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Scope Management*** is a 2-day course offering 13 PDUs. Participants focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course insures the ability to detail the scope, and deliverables, as well as how to handle changes to the scope. This course also includes project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Project Time Management*** is a 2-day course offering 13 PDUs. This course will take into account ways to plan and schedule time as well as individual issues that affect productivity. Learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Successful Negotiation in a Project Management Environment*** is a 2-day course offering 13 PDUs. This course examines the strategies of successful negotiation throughout the project's life cycle. Participants will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples in negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

***Use Case Modeling*** is a 2-day course offering 13 PDUs. This hands-on, interactive course helps participants examine the fundamentals of Use Case Modeling and its application for gathering requirements in the project life cycle. This course will present an extensive, iterative Use Case Modeling methodology including identification, development, and implementation. Students will participate in Use Case processes, examine the importance/impact of Use Cases, and gain the skills necessary to utilize Use Case Modeling effectively as a requirements gathering tool.

**Vendor Management** is a 3-day course offering 19.5 PDUs. This course will provide detailed instruction in areas such as pre-solicitation, solicitation and award of a contract. Each participant will develop tools for working with vendors, a clear understanding of vendor motivation, and techniques for making it a win-win relationship. This course focuses on ways to select, monitor and control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course focuses on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements and discussing various contract types and their strengths and weaknesses.

**Project Management 90 Hour Intensive** - This intensive course focuses on ways employees can run projects faster and more effectively. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts.

**The 90-hour intensive is broken down into the following four courses. Each course is designed to be taught in four and 1/2 days. Complete course objectives can be sent upon request to demonstrate what will be taught.**

**Project Management I – Initiating, Planning, Integration and Staffing** is a 4.5 day course offering 30 PDUs. Participants will begin their journey into project management concepts, theories, and foundational processes. The focus in this course is on scheduling, creating a work breakdown structure and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This is the foundational course specifically designed to align with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content as well as best practices which will be taught from the Best Practice Manual.

**Project Management II - Budgeting, Quality, Change, Risk and Start-Up** is a 4.5 day course offering 30 PDUs. Participants will focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase II, when planning the budget, quality and risk are aligned with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content, as well as best practices which will be taught from the Best Practice Manual.

**Project Management III - Execution, Monitoring and Close-Down** is a 4.5 day course offering 30 PDUs. Participants will focus on monitoring and executing the project while moving into the close down phase of the project. Additional focus will be on delivering quality customer service and value, regardless if the customer is internal or external. Participants will discuss and participate in analysis of measuring the individual performance of team members. This section also focuses on how to properly hand the project off to the customer for effective transition. Phase III is aligned with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content, as well as best practices which will be taught from the Best Practice Manual.

***Project Management 120 Hour Intensive*** - This intensive course focuses on ways employees can run projects faster and more effectively. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts.

***The 120-hour intensive is broken down into the following four courses. Each course is designed to be taught in four and 1/2 days. Complete course objectives can be sent upon request to demonstrate what will be taught.***

***Project Management I – Initiating and Planning*** is a 4.5 day course offering 30 PDUs. Participants will begin their journey into project management concepts, theories, and foundational processes. This is the first of four courses specifically designed to align with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content as well as best practices.

***Project Management II – Planning, Staffing and Project Start Up*** is a 4.5 day course offering 30 PDUs. Participants focus on how to conduct the initiating and planning phase of the project. This week will focus on scheduling, creating a work breakdown structure, and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This section is aligned with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content as well as best practices.

***Project Management III – Budgeting, Quality, and Risk*** is a 4.5 day course offering 30 PDUs. Participants focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase III, when planning the budget, quality and risk are aligned with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content as well as best practices.

***Project Management IV – Project Execution, Monitoring, and Close Down*** is a 4.5 day course offering 30 PDUs. Participants will focus on monitoring and executing the project while moving into the close down phase of the project. Additional focus will be on problem solving and delivering quality customer service and value, regardless if the customer is internal or external. Participants will discuss and participate in analysis of measuring the individual performance of team members. This section also focuses on how to properly hand the project off to the customer for effective transition. Phase IV is aligned with the Project Management Institute's nine knowledge areas of *PMBOK® Guide*. Each course will utilize both new content as well as best practices.