



CIPRIANI COLLEGE
OF LABOUR AND CO-OPERATIVE STUDIES

PROJECT MANAGEMENT

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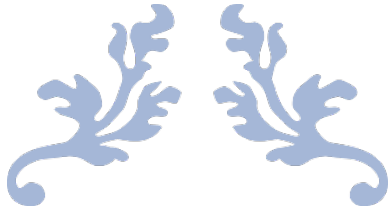
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Programme Catalogue 2024



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CIPRIANI COLLEGE OF LABOUR AND CO-OPERATIVE STUDIES (CCLCS)

PROJECT MANAGEMENT CATALOGUE, 2024
CIPRIANI COLLEGE OF LABOUR &
CO-OPERATIVE STUDIES

Good day Project Stakeholder,

I am Nigel Bhagwatsaran, Senior Lecturer and Programme Dean in Project Management at the Cipriani College of Labour and Co-operative Studies (CCLCS). I am delighted to welcome you to the host of contemporary and industry driven Project Management programmes at the college where students can earn the competencies to initiate, plan, execute, monitor and deliver diverse projects at the individual, national and regional levels toward their value proposition. Whether you are a secondary school graduate, a working professional, a practitioner of project management, a supervisor or an organizational entity in any sector, CCLCS offers a project management curriculum informed by the Project Management Institute's Project Management Body of Knowledge and accredited by the Accreditation College of Trinidad and Tobago (ACTT) to manage projects in a result driven project economy.

The Caribbean is currently undertaking development works where individuals, the community, non-governmental, public and private sectors are engaging in various projects aimed toward national and regional sustainable development. More so, with national and regional environments marked with Volatility, Uncertainty, Complexity and Ambiguity (VUCA), projects executed at all levels must deliver on their intended outcomes. Furthermore, the need for Project

Management training has also been exacerbated by the Covid-19 pandemic which has challenged the portfolio of organisations as entities must rethink what they do and how they do it in the changing environment for greater sustainability. Increasingly, such training is also established amongst individuals seeking to acquire the practical knowledge to enhance their project delivery abilities at the personal or professional level.

As Programme Dean, I would like to welcome you the CCLCS community and the Project Management Team for competency based training, advice and mentoring in leveraging this 21st century skill toward personal, community and regional development. I look forward to chatting with you at projectmanagementdept@cclcs.edu.tt and/or bhagwatsarann@cclcs.edu.tt

The Project Management Department offers a diverse range of Certifications as follows:

1. **Practitioner's Certificate in Project Management (40 hours over 10 Saturdays):** A practical insight into Project Management for those who are interested in getting started in the field, being able to analyse and apply the key principles of the project management life cycle.
2. **Accelerated Practitioner's Certificate:** A fast track 12 credits Certificate in 15 weeks where credits earned are transferrable to the bachelor's programme.
3. **The Certificate programme in Project Management:** offers applicants a competency based foundation in Project

Management to be able to operate within project environments in delivering projects toward successful completion. The 18 credits earned are transferrable to the Bachelor's degree programme at any time.

any level (Certificate, Diploma, Associate or Bachelors).

All programmes identified above are available in the online mode.

4. **The Diploma programme in Project**

Management: offers graduates an intermediate competency based insight in Project Management to work within project environments and/or conceive work as projects toward dedicated outcomes in diverse environments set at the individual, community and regional levels. The 39 credits earned are transferrable to the Bachelor's degree programme at any time

5. **The Associate degree programme in**

Project Management offers graduates the cutting edge skills in Project Management to be able to function effectively as Project Managers/Co-ordinators to steer projects toward successful completion in a strained environment. The 68 credits earned are transferrable to the Bachelor's degree programme at any time.

6. **The Bachelor's degree programme in**

Project Management offers graduates the business, technical and knowledge based skills in Project Management to be able to function effectively as Project Managers/Project Co-ordinators to steer projects toward successful completion in a result based environment. Ideally suited for all stakeholders where applicants can start at

PROJECT MANAGEMENT

DEPARTMENT

The Cipriani College of Labour and Co-operative Studies recognises that Trinidad and Tobago is currently under taking development works where both public and private sectors are engaging in various projects aimed toward national sustainable development. More so, within the national and regional context of declining economic returns for manufacturing and service sectors organisations, projects executed at all business levels must deliver on their value proposition and scope.

Hence, the need for trained and knowledgeable practitioners in project management to optimise diverse projects is well established in a country wide and regional context.

CCLCS in realising its vision of providing accessible and quality education to working class citizens aims to satisfy this training need by offering industry relevant and practitioner driven programmes in project management.

In this capacity, the college offers four (4) industry informed qualifications within project management: Certificate in Project Management, Diploma in Project Management, Associate Degree in Project Management and Bachelors of Science Degree in Project Management.

Moreover, in alignment with the Project Management Bodies of Knowledge by the Project Management Institute, the Bachelor's degree in Project Management offers graduates the capacity to successfully complete the international certification Project Management Professional (PMP) offered by the Project Management Institute.

PROGRAMME AIMS

Students who successfully complete the Bachelor's degree in Project Management will be able to:

- a. Demonstrate the skills in identifying, selecting and development projects to increase the strategic value proposition and objectives of contemporary organisations.
- b. Demonstrate proficiency in the various project integrated management processes across the project life cycle: initiation, planning, execution, monitoring, controlling, project closing and archiving project documentation.
- c. Develop practitioner's skills in creating and executing a project management plan to successfully manage small to large size organisational projects in terms of scope, schedule, cost and quality.
- d. Develop and execute the subsidiary plans which support the project management plan in managing and governing projects within project constraints.
- e. Demonstrate proficiency in change control management, risk management, quality management, procurement management and resource management in managing projects towards successful delivery.
- f. Develop the key skills required to undertake research across the five project management process groups: initiation, planning, executing, monitoring and controlling and closing of projects.
- g. Successfully complete and attain the internationally recognised Project management Qualification: Project Management Professional (PMP) by the Project Management Institute.

CAREER OPPORTUNITIES AVAILABLE TO GRADUATES

Upon successful completion of the Associate Degree Programme and/or Bachelor's Degree programme, students with the appropriate experience will be able to apply for the following positions:

- a. **Project Manager:** Project managers have the responsibility of the planning, procurement, execution and monitoring of a project, in any undertaking which has a defined scope, start and finish regardless of industry.
- b. **Project Co-ordinator:** A project coordinator is an administrative professional who ensures that the people and resources devoted to completing a goal are used appropriately. Sometimes also called a project facilitator, this person usually works under a manager to support one or more project teams.
- c. **Project Officer:** A Project Officer provides essential support to a project, working with the Project Manager and other team members to achieve project success. A key component of a Project Officer's role include administrative, planning and technological skills to help achieve project objectives.
- d. **Project Clerk:** A Project Clerk assists the project manager in the development and administration of technical cooperation programmes and provides secretarial and administrative support.
- e. **Lecturer and/or Teaching Assistant:** Graduates of the Associate and Bachelor's degrees in Project Management will also be able to enter academic domain to contribute meaningfully to the dispensation of project management knowledge in a critical manner.

ADMISSION REQUIREMENTS TO PROGRAMME

Five (5) CSEC or GCE inclusive of Mathematics and English Language

OR

Three years demonstrated Project Management experience or 1500 hours within the last five years

OR

CCLCS Associate degree in Project Management completed in 2009 or later will be allowed to enter year III of the Part Time Programme where SOC 100, PSY 100, RES 100 and PRM 340 must be completed

OR

CCLCS Diploma in Project Management completed in 2009 or later will be allowed to enter year II of the Part Time Programme

OR

CCLCS Certificate in Project Management completed in 2009 or later will be allowed to enter year I of the Part Time Programme.

Bachelors of Science Degree in Project Management (111 Credits)

General Education Courses	24 Credits
ENG 110 - Fundamentals of Writing	3
MAT 100 - Mathematics	3
LOG 120 - Critical Thinking	3
CIS 100 - Introduction to Computer Information Systems	3
SOC 100 - Introduction to Sociology	3
PSY 100 - Introduction to Psychology	3
CAS 130 - Caribbean Studies	3
RES 100 - Research Methods	3
Internship	5 credits
PRM 259 Internship	5
Research	11 credits
PRM 260 Research Project	5
PRM 460 Research Paper	6
	6 credits
Supporting Courses	
LCS 199 - Labour and Cooperative Studies	3
ECN 100 - Introduction to Economics	3
Programme Concentration Courses	65 credits
PRM 115 - Management Concepts and Principles	3
PRM 120 - Fundamentals of Project Management	3
PRM 125 - Project Identification and Selection Strategies	3
PRM 135 - Proposal Development and Costing	3
PRM 145 - Project Planning	3
PRM 262 - Project Scheduling and Application techniques	4
PRM 200 - Project Executing and Implementing Strategies	3
PRM 210 - Fundamentals of Project Monitoring and Control	3
PRM 212 - Procurement for Projects.	3
PRM 225 - Quality Management	3
PRM 240 - Risk Management	3
PRM 310 - Contract Administration and Negotiation	3
PRM 320 - Leadership & Ethics in Project Management Environment	3
PRM 330 - Communication and Stakeholders Management	3
PRM 340 - Quantitative Methods for Project Managers	4
PRM 410 - Environmental and Social Impact of Projects	3
PRM 420 - Project Implementation and Organisational Change	3
PRM 415 - Project Close out and Evaluation	4
PRM 431 - Legal HR Issues for the Project Manager	3
PRM 440 - Contemporary Issues in Project Management	3
PRM 101 - Workshop I - Technical Report Writing & Presentation	1
PRM 102 - Workshop II- Managing Project Teams	1

PREREQUISITES

PRM 120 is a prerequisite for all other Project Management courses. It must be done in semester 1 before continuing Project Management courses. PRM 145 is a prerequisite for PRM 200 and all courses in Year 3 and 4.

PROGRAMME STRUCTURE

CCLCS offers a four (4) year part-time and three (3) year full-time Bachelor of Science Degree in Project Management. This programme consists of one hundred and twenty one (111) credits, with twenty four (24) credits in general education courses, sixty five (65) credits in the programme concentration, six (6) credits in supporting related courses, five (5) credits in internship and eleven (11) credits in research.

PROGRAMME OF STUDY

Bachelors of Science Degree in Project Management (3 Years Full Time Study)

Year I Semester I 15 Credits

PRM 115 Managing Concepts and Principles	3
PRM 120 Fundamentals of Project Management	3
ENG 110 Fundamentals of Writing	3
MAT 100 Mathematics	3
CIS 100 Introduction to Computer Information Systems	3

Year I Semester II 13 Credits

PRM 125 Project Identification and Selection	3
PRM 135 Proposal Development and Costing	3
Workshop I Technical Report Writing	1
PRM 145 Project Planning	3
SOC 100 Introduction to Sociology	3

Year II Semester I 18 Credits

ECN 100 Introduction to Economics	3
LOG 120 Critical Thinking	3
PRM 200 Project Executing and	

Implementing Strategies	3
RES 100 Research Methods	3
LCS 199 Labour and Cooperative Studies	3
CAS 130 Caribbean Studies	3

Year II Semester II 23 Credits

PRM 210 Fundamentals of Project Monitoring and Control	3
PRM 212 Procurement for Projects	3
PRM 225 Quality Management	3
PRM 255 Internship	5
PRM 260 Research Project	5
PRM 262 Project Scheduling and Application Techniques	4

Year III Semester I 20 Credits

PRM 310 Contract Administration and Negotiation	3
PRM 320 Leadership & Ethics in the Project Management Environment	3
PRM 330 Communications and Stakeholder Management	3
PRM 340 Quantitative Methods for Project Managers	4
Workshop II Managing Project Teams	1
PRM 410 Environmental and Social Impacts Of Projects	3
PRM 240 Risk Management	3

Year III Semester II 22 Credits

PRM 415 Project Close out and Evaluation	4
PRM 420 Project Implementation and Organisational Change	3
PRM 431 Legal HR issues for the Project Manager	3
PRM 440 Contemporary Issues in Project Management	3
PRM 460 Research Paper	6
PSY 100 Introduction to Psychology	3

PROGRAMME OF STUDY

Bachelors of Science Degree in Project

Management (4 Years Part Time Study)

Year I Semester I 12 Credits

PRM 115	Managing Concepts and Principles	3
PRM 120	Fundamentals of Project Management	3
ENG 110	Fundamentals of Writing	3
CIS 100	Introduction to Computer Information Systems	3

Year I Semester II 10 Credits

PRM 125	Project Identification and Selection	3
PRM 135	Proposal Development and Costing	3
Workshop I	Technical Report Writing	1
PRM 145	Project Planning	3

Year II Semester I 12 Credits

ECN 100	Introduction to Economics	3
PRM 200	Project Executing and Implementing Strategies	3
LOG 120	Critical Thinking	3
MAT 100	Mathematics	3

Year II Semester II 18 Credits

PRM 262	Project Scheduling and Application Techniques	4
PRM 210	Fundamentals of Project Monitoring and Control	3
PRM 212	Procurement for Projects	3
PRM 225	Quality Management	3
PRM 255	Internship	5

Year III Semester I 11 Credits

LCS 199	Labour and Cooperative Studies	3
RES 100	Research Methods	3
PRM 340	Quantitative Methods for Project Managers	4
Workshop II	Managing Project Teams	1

Year III Semester II 14 Credits

PSY 100	Introduction to Psychology	3
PRM 240	Risk Management	3
PRM 260	Research Project	5
SOC 100	Introduction to Sociology	3

Year IV Semester I 15 Credits

PRM 410	Environmental and Social Impacts of Projects	3
PRM 310	Contract Administration and Negotiation	3
PRM 320	Leadership & Ethics in the Project Management Environment	3
PRM 330	Communications and Stakeholder Management	3
PRM 460	Research Paper	-
CAS 130	Caribbean Studies	3

Year IV Semester II 19 Credits

PRM 415	Project Close out and Evaluation	4
PRM 420	Project Implementation and Organisational Change	3
PRM 431	Legal HR issues for the Project Manager	3
PRM 440	Contemporary Issues in Project Management	3
PRM 460	Research Paper	6

ASSOCIATE DEGREE IN PROJECT MANAGEMENT

The Cipriani College of Labour and Co-operative Studies recognises that Trinidad and Tobago is currently under taking development works where public and private sectors are engaging in various projects aimed toward national sustainable development. More so, within the national and regional context of declining economic returns for manufacturing and service sectors organisations, projects executed at all business levels must deliver on their value proposition and scope. Hence, the need for trained and knowledgeable practitioners in project management to optimise diverse projects is well established in a country wide and regional context.

CCLCS in realising its vision of providing accessible and quality education to working class citizens aims to satisfy this training need by offering industry relevant and practitioner driven programmes in project management. In this capacity, the college offers the industry informed qualification Associate Degree in Project Management.

Moreover, in alignment with the Project Management Bodies of Knowledge by the Project Management Institute, the Associate degree in Project Management offers graduates the preparatory skills for the international certification Project Management Professional offered by the Project Management Institute.

Programme Aims

The Associate degree in Project Management offered at CCLCS targets applicants interested in a career in Project Management as well as working class citizens and those engaged in project management related work. The programme uniquely offers an array of theoretical and practical content across the major knowledge areas of project management which affords the applicant to skillfully manage diverse projects which are embarked upon by contemporary organizations seeking to enhance their competitive advantage.

PROGRAMME AIMS

Specifically, students who successfully complete the Associate degree in Project Management will be able to:

- h. Demonstrate the skills in identifying, selecting and development projects to increase the strategic value proposition and objectives of contemporary organisations.
- i. Demonstrate proficiency in the various project integrated management processes across the project life cycle: initiation, planning, execution, monitoring, controlling, project closing and archiving project documentation.
- j. Develop practitioner's skills in creating and executing a project management plan to successfully manage small to large size organisational projects in terms of scope, schedule, cost and quality.
- k. Develop and execute the subsidiary plans which support the project management plan in managing projects within project constraints.
- l. Demonstrate proficiency in project governance, resource management, change control management, risk management, quality management, procurement management and knowledge management in managing projects towards successful delivery.
- m. Develop the key skills required to undertake research across the five project management process groups: initiation, planning, executing, monitoring and controlling and closing of projects.
- n. Successfully complete and attain the internationally recognised Project management Qualification: Project Management Professional (PMP) of the Project Management Institute.

Career Opportunities Available

To Graduates

Upon successful completion of the Associate Degree Programme and/or Bachelor's Degree programme, students with the appropriate experience will be able to apply for the following positions:

- a. **Project Co-ordinator:** A project coordinator is an administrative professional who ensures that the people and resources devoted to completing a goal are used appropriately. Sometimes also called a project facilitator, this person usually works under a manager to support one or more project teams.
- b. **Project Officer:** A Project Officer provides essential support to a project, working with the Project Manager and other team members to achieve project success. A key component of a Project Officer's role include administrative and technological skills to help achieve project objectives.
- c. **Project Clerk:** A Project Clerk assists the project manager in the development and administration of technical cooperation programmes and provides secretarial and administrative support.

Admission requirements

Five (5) CSEC or GCE inclusive of Mathematics and English Language

OR

Three years demonstrated Project Management experience OR 1500 hours within the last five years.

OR

CCLCS Diploma in Project Management completed in 2009 or later will be allowed to enter year II of the Part Time Programme.

OR

CCLCS Certificate in Project Management completed in 2009 or later will be allowed to enter year I of the Part Time Programme.

Exemptions

Students who possess two (2) or more CAPE or GCE Advanced level subjects may be exempted from: ENG 110, MAT 100, CIS 100 and LOG 120.

Students with any undergraduate degree may be exempted from all General Education courses: ENG 110, MAT 100, CIS 100 and LOG 120, SOC 100, PSY 100 and ECN 100.

ASSOCIATE OF SCIENCE DEGREE IN PROJECT MANAGEMENT (68 CREDITS)

General Education Courses	15 Credits
ENG 110 - Fundamentals of Writing	3
MAT 100 - Mathematics	3
LOG 120 - Critical Thinking	3
CIS 100 - Introduction to Computer Information Systems	3
RES 100 - Research Methods	3
	3 credits
Supporting Courses	
LCS 199 – Labour and Co-operative Studies	3
Programme Concentration Courses	50 credits
PRM 115 - Management Concepts and Principles	3
PRM 120 - Fundamentals of Project Management	3
PRM 125 - Project Identification and Selection Strategies	3
PRM 135 - Proposal Development and Costing	3
PRM 145 - Project Planning	3
PRM 200 - Project Executing and Implementing Strategies	3
PRM 340 - Quantitative Methods for the Project Manager	4
PRM 255 - Internship	5
PRM 260 - Research Project	5
PRM 210 - Fundamentals of Project Monitoring and Control	3
PRM 225 - Quality Management	3
PRM 240 - Risk Management	3
PRM 262 - Project Scheduling and Application techniques	4
PRM 212 - Procurement for Projects.	3
Workshop I - Technical Report Writing	1
Workshop II- Managing Project Teams	1

**Associate of Science Degree in Project
Management (2 Years Full Time Study)**

Year I	Semester I	12 Credits
PRM 115	Managing Concepts and Principles	3
PRM 120	Fundamentals of Project Management	3
ENG 110	Fundamentals of Writing	3
CIS 100	Introduction to Computer Information Systems	3
Year I	Semester II	16 Credits
PRM 125	Project Identification and Selection	3
PRM 135	Proposal Development and Costing	3
MAT 100	Mathematics	3
Workshop I	Technical Report Writing	1
LOG 120	Critical Thinking	3
PRM 145	Project Planning	3
Year II	Semester I	21 Credits
LCS 199	Labour and Cooperative Studies	3
PRM 262	Project Scheduling and Application Techniques	4
PRM 200	Project Executing and Implementing Strategies	3
PRM 210	Fundamentals of Project Monitoring and Control	3
PRM 212	Procurement for Projects	3
Workshop II	Managing Project Teams	1
PRM 340	Quantitative Methods for Project Managers	4
Year II	Semester II	19 Credits
PRM 240	Risk Management	3
PRM 225	Quality Management	3
PRM 255	Internship	5
RES 100	Research Methods	3
PRM 260	Research Project	5

**Associate of Science Degree in Project
Management (3 Years Part Time Study)**

Year I	Semester I	12 Credits
PRM 115	Managing Concepts and Principles	3
PRM 120	Fundamentals of Project Management	3
ENG 110	Fundamentals of Writing	3
CIS 100	Introduction to Computer Information Systems	3
Year I	Semester II	10 Credits
PRM 125	Project Identification and Selection	3
PRM 135	Proposal Development and Costing	3
MAT 100	Mathematics	3
Workshop I	Technical Report Writing	1
Year II	Semester I	13 Credits
PRM 145	Project Planning	3
Workshop II	Managing Project Teams	1
LCS 199	Labour and Co-operative Studies	3
LOG 120	Critical Thinking	3
Year II	Semester II	14 Credits
PRM 200	Project Executing and Implementing Strategies	3
PRM 210	Fundamentals of Project Monitoring and Control	3
PRM 262	Project Scheduling and Application Techniques	4
PRM 255	Internship	5
Year III	Semester I	11 Credits
PRM 225	Quality Management	3
RES 100	Research Methods	3
PRM 212	Procurement for Projects	3
PRM 340	Quantitative Methods for Project Managers	4
Year III	Semester II	8 Credits
PRM 240	Risk Management	3
PRM 260	Research Project	5

DIPLOMA IN PROJECT MANAGEMENT

The Diploma in Project Management provides a comprehensive foundation into Project Management from a practitioners' perspective. With a curriculum that is driven by the industry needs in Project Management and aligned with the Project Management Body of Knowledge by the Project Management Institute, the Diploma in Project Management offers graduates the capacity to successfully transition into the Associate Degree or Bachelor's Degree in Project Management.

Target audience for this programme

The Diploma in Project Management is ideally tailored for the following groups:

1. Those interested in the field of project management.
2. Supervisors and Departmental managers who are seeking the skillset to diverse manage projects at the workplace.
3. Working professionals seeking the capacity to manage diverse projects at the workplace and their personal lives.

Admission Requirements

5 GCE 'O' Levels or CXC subjects inclusive of Mathematics and English

OR

5 years of Project Management Experience

OR

CCLCS Ten Saturdays Introductory Programme in Project Management

OR

CCLCS Certificate in Project Management
(Students will enter at Year II)

Upon completion of this programme, students will be able to:

- a. Describe the basic tools, techniques, principles, practices and methodologies of Project Management
- b. Utilize the tools and techniques of project management relative to the ten knowledge areas according to PMBOK, 6th Edition
- c. Identify the financial requirements of a project and explain why these are essential to the successful planning of the project.
- d. Acquire the tools necessary to understand the financial market place and to make decisions on funding requirements and expected returns from project investments.
- e. Identify the tools used for tracking project cost, schedule and quality performance.

Career Opportunities Available To Graduates

Upon successful completion of the Diploma in Project Management students with the appropriate experience will be able to apply for the following positions:

a. Project Officer: A Project Officer provides essential support to a project, working with the Project Manager and other team members to achieve project success. A key component of a Project Officers' roles include administrative and technological skills to help achieve project objectives.

b. Project Clerk: A Project Clerk assists the project manager(s) in the development and administration of technical cooperation programmes and provides secretarial and administrative support.

Mandatory Courses to be completed

	Credits
PRM 115 Management Concepts and Principles	3
PRM 120 Fundamentals of Project Management	3
PRM 125 Project Identification and Selection Strategies	3
PRM 135 Proposal Development And Costing	3
PRM 145 Fundamentals of Project Planning	3
PRM 170 Project Scheduling	3
PRM 200 Project Executing and Implementing strategies	3
PRM 210 Fundamentals of Project Monitoring and Control	3

General Education Courses

CIS 100 Introduction to Computer Information Systems	3
COM 201 Technical Report Writing and Presentation Skills	3
LOG 120 Critical Thinking	3
MAT 100 Mathematics	3
ENG 110 Fundamentals of Writing	3

Pre Requisite

PRM 120 is a pre requisite for all other Project Management courses. It must be done in Semester I before continuing other Project Management courses. PRM 145 is a pre requisite for PRM 200.

This part time Diploma can be conducted over two (2) years and consists of thirty nine (39) credits as follows:

Year I	Semester I	9 Credits
PRM 115	Managing Concepts and Principles	3
PRM 120	Fundamentals of Project Management	3
ENG 110	Fundamentals of Writing	3

Year I	Semester II	12 Credits
PRM 125	Project Identification and Selection	3
PRM 135	Proposal Development and Costing	3
COM 201	Technical Report Writing and Presentation Skills	3
MAT 100	Mathematics	3

Year II	Semester I	9 Credits
PRM 145	Project Planning	3
PRM 170	Project Scheduling	3
CIS 100	Introduction to Computer Information Systems	3

Year II	Semester II	9 Credits
PRM 200	Project Executing and Implementing Strategies	3
PRM 210	Fundamentals of Project Monitoring and Control	3
LOG 120	Critical Thinking	3

CERTIFICATE IN PROJECT MANAGEMENT (1 Year, Part time)

CCLCS offers a One (1) year (Part Time) Certificate in Project Management. This programme provides a detailed entry level qualification into Project Management at a practitioner's level. Graduates of the Certificate in Project Management with a GPA of at least 2.0 have the opportunity to matriculate into the Diploma in Project Management or the Associate Degree in Project Management and the Bachelor's Degree in Project Management.

Entry Requirements:

- Successful completion of the Introductory Ten-Week Outreach Programme in Project Management
- Persons with acceptable background of training and/or experience in the related field
- 5 GCE/ CXC 'O' / CSEC Level subjects inclusive of Mathematics and English Language

Career opportunities for graduates with the Certificate in Project Management:

- Project Assistant
- Project Team Member
- Project Clerks

Programme Aims

Upon completion of this programme, students will be able to:

- Explain the basic concepts and principles of Project Management
- Identify the basic project management skills and techniques necessary to plan and manage Projects.
- Analyse the social, financial and non-financial issues which impact on project management
- Evaluate and apply the methods of selecting projects
- Prepare a winning proposal with appropriate costing and budgeting.

Mandatory Courses to be completed

	Credits
PRM 115 Management Concepts and Principles	3
PRM 120 Fundamentals of Project Management	3
PRM 125 Project Identification and Selection Strategies	3
PRM 135 Proposal Development And Costing	3

General Education Courses

	Credits
ENG 110 Fundamentals of Writing	3
COM 201 Technical Report Writing and Presentation Skills	3

PRE-REQUISITES

PRM 120 is a prerequisite for all other Project Management courses. It must be done in Semester I before continuing with other Project Management courses.

This one (1) year (Part Time) Certificate Programme consists of eighteen (18) credits as follows:

Year I	Semester I	9 Credits
PRM 115	Managing Concepts and Principles	3
PRM 120	Fundamentals of Project Management	3
ENG 110	Fundamentals of Writing	3

Year I	Semester II	9 Credits
PRM 125	Project Identification and Selection	3
PRM 135	Proposal Development and Costing	3
COM 201	Technical Report Writing and Presentation Skills	3

PRM 115

Management Concepts and Principles - 3 CREDITS

The central theme in management is the pervasiveness of turbulent internal and external changes and its impact on organizations. This course aims to help project managers find innovative solutions to the problems that plague organizations in their dynamic business environments. Managing projects in these dynamic times require a greater application of managerial skills and capabilities. It covers the major management processes such as planning, organizing, leading and controlling, in order to effectively accomplish organisational goals and objectives.

PRM 120

Fundamentals of Project Management - 3 CREDITS

This foundation course introduces the basic concepts and principles of Project Management according to PMBOK 6th Edition. It covers concepts such as projects and project management; project life cycle; project management process groups; describes the differences between projects, programmes and portfolio management; discusses the role of the project, programme and portfolio manager. The Project Management knowledge areas according to PMBOK (6th Edition) such as Integration Management, Scope Management, Schedule Management, Cost Management, Resource Management, Quality Management, Risk Management, Procurement Management, Communications Management and Stakeholder Management are also introduced.

PRM 125

Project Identification and Selection Strategies - 3 CREDITS

The course aims to equip students with the project selection knowledge and skills to be capable of selecting projects which are in alignment to the strategic goals of businesses and their environment. Students will be able to apply project selection criteria such as financial and non-financial criteria amongst others to be able to assess and select projects of optimal value to organisations.

PRM 135

Proposal Development and Costing - 3 CREDITS

The course focuses on the methodologies for developing and presenting the project proposal to financial agencies and other relevant stakeholders. In addition, it demonstrates the importance of project chartering, preliminary scope statement, scope definition, cost estimating, budgeting and work planning for a particular project.

PRM 145 Fundamentals of Project Planning - 3 CREDITS

This course teaches the fundamental components of a good project plan, the steps in planning and key planning tools such as used in the project management profession. It focuses on using historical data, archived information, personal information, personal expertise, institutional memory, organizational knowledge and project scope statement to predict resource expenditure, total cost and duration. Students will be able to design and create a project plan which will be used to guide the execution and further monitoring and control of a project.

PRM 171

Project Scheduling - 3 CREDITS

This course focuses on the critical aspect of project management that is concerned with defining the scope

and schedule of the project. There must be an understanding of how the project scope is broken down into smaller components using the Work Breakdown Structure and Product Breakdown Structure. It also includes defining the project activities, ordering the activities in their logical sequence, estimating the effort and duration of each activity, building the overall project schedule and schedule control. The course exposes students to time

management which includes managing the schedule once the project is underway. In a practical manner using the computer laboratory, the course exposes students to software technologies such as Microsoft Project and other tools in optimizing and reporting on the project schedule in the context of dynamic scheduling.

PRM 200

Project Executing & Implementing Strategies – 3 CREDITS

This course focuses on those activities needed to complete the work defined in the project management plan. It involves developing the skills that coordinate people, resources, performing organizations and the integration of the various activities of each project phase according to the project plan to produce the project deliverable. Students should have a thorough knowledge of producing project management plans. As such, this course builds on PRM 145 Fundamentals of Project Planning and runs simultaneously with PRM 210 Fundamentals of Project Monitoring and Control and fits within the project execution phase of the project life cycle.

PRM 210

Fundamentals of Project Monitoring & Control – 3 CREDITS

Theory and practice confirm that Project Monitoring and Control are critical for project success. This course equips project managers and team members to develop and implement a rigorous system to monitor and control the performance of projects in order to increase the chance that the given project will be successful which are measured in the following ways: ability to satisfy scope requirements, on schedule, within budget constraints, within quality standards and satisfying requirements of customers and other relevant stakeholders.

PRM 212

Procurement for Projects - 3 CREDITS

This course covers the Procurement Knowledge area as defined in PMBOK Guide 6th Edition and places emphasis on the decisions of if, when and how to procure, the management of the procurement processes and the practical application of the learned topics via case study examples and scenario based analysis. Students will also be introduced to the basic legal aspects of contract management and negotiation, decision making tools, supply chain management as well as the basic steps in public sector procurement management.

Workshop I

Managing Project Teams - 1 CREDIT

Project managers are confronted with the challenges of operating in project environments characterized by high levels of uncertainty, cross-cultural teams, and global competition for competent human resources. To

address these challenges and to make the most effective use of the people involved with the project, students as aspiring project managers can develop a clear understanding of human resource management skills required to manage diverse project teams. Participants will be able to apply the techniques, principles and models of team working to select, develop, manage, assess and retain project team members. Students will be exposed to the people management issues in team working to objectives and outcomes of the project are successful. The course takes into account the environment, the project team and the organization in which team members are managed towards project goals.

PRM 415

Evaluating Project Results - 4 CREDITS

This course focuses on the key components of result oriented evaluations conducted during and after the life of the project. Students will be able to explore the various evaluation tools, techniques and frameworks used in conducting formative, summative and post impact evaluations. This course explores the importance of project closure and what is involved in proper project closure and the techniques to be employed in providing clients or customers that post project support. Extending project evaluation, the processes involved in the final stages of project execution are also addressed in the project closeout phase. Participants will be able to design and implement a project close out plan to close off a live project. This course builds on PRM 145 Fundamentals of Project Planning and runs simultaneously with PRM 210 Fundamentals of Project Monitoring and Control.

PRM 240 Risk Management - 3 CREDITS

This course exposes students to managing the diverse nature of uncertainties confronting projects, which manifest themselves in both negative risks (threats) but also positive risks (opportunities). Participants will be able to apply the various risk management processes, tools and techniques of PMBOK 6th Edition Risk Management knowledge area, in order to identify, analyse and mitigate risks with appropriate risk response plans and risk monitoring strategies throughout the project life cycle. Using a case study approach for this course, additional emphasis is also placed on the inputs required and outputs produced from each risk management process. Participants will be tasked with creating a risk management plan for a live project scenario in order to apply the skills of risk identification, analysis to response strategies and implementation.

PRM 255

Internship - 5 CREDITS

This component is aimed specifically at those with little or no experience in project management where participants will be able to apply their project management training to workplace projects. Students will be provided with a level of support from the College to afford them the opportunity to create and develop alliances through attachments in the workplace, while improving their project management skills. At the end of the internship students will be able to:

1. Develop an appreciation for job visibility through the work that he/she undertakes.
2. Develop new skills and knowledge which allows the intern to enhance their performance on the job.

3. Develop 'hands on' and/or practical experience in the discipline of project management.
4. Develop professional work place habits.
5. Demonstrate the achievement of the expected learning outcomes of the project management curriculum at the specific level Associate Degree or Bachelors' Degree.
6. Develop capacity for critical thinking and transferable project management skills.

PRM 260

Research Project - 5 credits

The research project is a capstone deliverable required for the successful completion of the Associate of Science Degree in Project Management. In this summative project, participants will be expected to apply and integrate knowledge from the various project management process groups, knowledge areas and tools and techniques delivered in the previously completed project management core courses in developing a project management plan for a live project in a private sector or public sector setting which can be successfully implemented.

PRM 310

Contract Administration & Negotiation – 3 Credits

This course aims to develop amongst students, the skills and competencies required to design, develop, negotiate, administrate and control contracts as it relates to the management of contracts between clients and contractors within project management. The course seeks to extend students' knowledge acquired in the course PRM 211 – Procurement for Projects to understand the design and implementation issues associated with procurement contracts.

PRM 320

Leadership and Ethics in the Project Management Environment – 3 Credits

Projects are executed within a dynamic and unforgiving business environment by diverse individuals and teams. This reality has created the need for the demonstration of effective leadership skills by project managers. Participants will be able to assess theoretical concepts and models of leadership, combined with case studies of leadership applied in project environment in illustrating and cultivating personal leadership skills in the management of projects. Participants will be able to discuss and assess the role of leadership in project management, communication, conflict resolution, ethical values and negotiation in overcoming various leadership challenges in project management environments. The course also emphasises the ethical disposition required of project managers according to PMI Code of Ethics and Professional Conduct as they manage resources towards project objectives.

PRM 330

Communication & Stakeholder Management – 3 Credits

This course combines two interrelated knowledge areas in project management according to PMBOK 6th Edition: Communication Management and Stakeholder Management. Project communication entails nurturing a project environment in which communication flows freely and quickly between stakeholders with minimal distortion or lag time. Students will be able to determine the information needs of the project and its stakeholders through the implementation of activities geared towards information exchange between stakeholders. Participants will be able to design, develop and

execute a communication strategy for a project.

Managing stakeholders builds on the communication skills of participants and explores the tools and techniques to manage all stakeholders, including the development and distribution of reports. Participants will be able to illustrate the processes involved in identifying stakeholders who can impact or be impacted by the project, analyse stakeholder expectations and develop management strategies to engage stakeholders in making sound project decisions.

PRM 340

Quantitative Methods for Project Managers – 4 Credits

This course aims to equip students with the statistical and quantitative skills required by project managers to make quality project decisions in various knowledge areas towards project success. In the statistical component of the course, the student will be able to gather, calculate and interpret statistical data required for creating meaningful reports for use in alignment project management decision making towards business outcomes. Additionally, the statistical skills acquired will enable students to satisfy the statistical requirements of the research method course and their related research paper. In the second component, the student will be able to calculate relevant quantitative measures in various areas such as procurement management, risk management, time management and cost management, quality management, schedule network analysis and earned value management.

PRM 410

Environmental & Social Impacts of Projects – 3 Credits

This course examines the means of anticipating the environmental effects of a proposed action. While

many projects impact on our society and our environment, many project managers fail to effectively assess the environment and social impact. The results of this oversight range from stakeholder dissatisfaction to project abandonment and sunk costs. This course is geared to give participants a working knowledge of tools and techniques to assess, apply and manage the environmental and social impact of projects.

PRM 420

Project Implementation & Organizational Change – 3 Credits

As students approach the culmination of their course of study in preparation for taking their places in the Project Management Profession, the need for recognizing, appreciating and setting parameters for managing ‘change’ within their own organizations and professional responsibilities, becomes critical. The importance and strategies for managing change and the factors which influence changes in all activities and working environments will be emphasized in this course, particularly as the local economy is heading into a ‘developed world’ status. The Project Manager regarded as the ‘ultimate change agent’ must have the skillset to advance in an environment of transition – knowing that this phenomenon is inevitable and can be managed for the improvement of the

organization, its stakeholders, clients and providers of capital, particularly as the organization approaches maturity. Participants will be trained using practical case studies which have initiated organisational change projects in the various operational environments. This course looks at the application of project management principles to effect organizational change.

Participants will be able to assess the organizational impact of projects and examine strategies to effectively implement change within an organization.

PRM 440

Contemporary Issues in Project Management – 3 Credits

This course aims to equip students with the contemporary knowledge and skills required in managing dynamic projects which are increasingly critical to strategic business performance. Using case studies and a practicum approach, participants will be able to assess emerging trends and best practices in managing projects especially strategic level projects as businesses seek to optimise the value from capital projects towards business outcomes. Some examples of emerging trends in project management which participants will be exposed to include: managing global projects, multi-cultural team working, agile project management methodologies amongst others.

PRM 460

Research Paper - 6 Credits

The research paper is targeted towards students in the Bachelor’s degree programme as a summative milestone. Participants will be required to apply their foundational knowledge of research methods acquired from the prerequisite course RES 100 to address a perceived workplace problem pertaining to project management or perceived gap in the application of project management process groups and/or knowledge areas. The year long course presents a unique academic opportunity to apply social science research methods to a project management phenomenon in an organisation where students will be able to practice and harness research skills in the subject domain. It is therefore a stepping

stone for students who wish to pursue post graduate study and conduct further research in the field.

Contact Information

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