



# COURSE CATALOG

May 1, 2023, V1

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**PSIPM Provides More Than A Project Management Course.**

**PSIPM Is Committed to Helping You Achieve Your Goals.**

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## PSI Project Management Course Catalog

May 1, 2023 – Volume 1

### I. General Information

#### A. About The Owner And Officers:

Roy L. Mathena, President/Owner

Phone:864-915-7808 - Email: roym@psipm.com

Roy has over 30 years of experience as an engineer and senior manager in the corporate world with technology leaders in aviation, manufacturing, and engineering. He is certified as a Project Management Professional (PMP®) by the Project Management Institute in 2008. He holds an FAA Airframe and Powerplant License and an FCC General Radio Telephone License. He also holds a BS of Professional Aeronautics degree with a concentration in Aircraft Maintenance from Embry Riddle Aeronautical University (1980), Daytona Beach, Florida. He is an Authorized Training Partner Instructor for the Project Management Institute (2020).

#### B. Purpose of PSI Project Management, Inc.:

PSI Project Management was founded in 2002 as Preproduction Solutions, Inc. to provide project management and process improvement services in engineering, administration, management, business services, and manufacturing.

In 2010, the focus of PSIPM migrated to providing project management training to individuals and corporations. The goal was to transfer the broad project management experiences and knowledge of the founder, Roy Mathena, to as many people and corporations as possible. Training project managers in best practices to use in their specific situations is our goal. Since that transition took place, hundreds of students have been trained in project management and have obtained their Project Management Professional Certification from the Project Management Institute, the world's most recognized and largest project management organization. PSI Project Management takes a personal interest in helping each individual or organization achieve their personal or corporate goals.

PSI Project Management is an Authorized Training Partner for the Project Management Institute (PMI). All instructors must have their PMP® certification, must have completed PMI's Authorized Trainer Course, must meet PMI instructor qualifications, and are PMI Authorized Training Partner Instructors.

#### C. PSIPM Licensing:

- “Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260, [www.che.sc.gov](http://www.che.sc.gov). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.”
- Authorized Training Partner for the Project Management Institute, 14 Campus Blvd, Newtown Square, Pennsylvania, 19073

#### D. Admissions Requirements

See prerequisite requirements in each course description in Section III of this document.

## E. Application Procedures

Students should review the prerequisite requirements in each course description and select the appropriate course for their training. Register for the appropriate course through PSIPM website - <https://psipm.com>

## II. General Course Information Applicable To All Courses

### A. Physical Facilities:

PSIPM maintains a home office and conducts open enrollment courses live virtual. Zoom is used for the virtual classes. In the event that a live in-person class will be conducted, appropriate classroom space will be rented for the specific course and need. Closed corporate courses may be conducted at the client's location or live virtual depending on the client requirements.

### B. Equipment Requirements For Courses:

To participate in the virtual classes, all students must have the following:

- Quiet Workspace
- Computer
- Network connectivity
  - Adequate for Zoom participation
  - Adequate for interactive online test
  - Adequate for view online videos
- Software to include:
  - PDF reader/form filler, such as Adobe
  - Microsoft Word or equivalent
  - Microsoft Excel Workbook or equivalent

### C. Class Size:

- Open enrollment class size average is 4 to 6 students
- Corporate closed class size average is 16 students

### D. Credit For Previous Education:

No credit will be given for previous education.

### E. Educational, Academic/Occupational Objective of Each Class

See course specific objectives under each course, Section III

### F. Minimum Class Size:

Minimum class size is one, all classes are guaranteed to run unless there are special mitigating circumstances such as sickness, emergencies, etc.

Should it be necessary to cancel the class for some reason, the student will be contacted by phone, text, or email. A make-up course will be scheduled as soon as possible.

If the student requests a refund if a course is cancelled, a full refund will be made.

#### **G. Attendance And Conduct:**

All students are expected to be on time and attend the course completely to receive a certificate of completion. If a need arises for a student to be absent for a period of time, they should notify the instructor and make arrangements for that part of the class to be recorded. Upon request, the instructor will record that portion and provide to the student with the video link for make-up study.

All students are expected to maintain a professional conduct during all classes.

If students must leave the class for some reason, such as sickness, emergency, etc., they will be allowed to retake the course or the part of the class they missed, student's option.

#### **H. Course Records, Progress Reporting, and Grading of Tests:**

PSIPM will maintain a record of student participation and their certifications of completion. These will be maintained in an electronic format for five years.

All tests will be self-graded by the student using the percentage complete. Tests conducted are for the purpose to better understand the student's learning experience, and they are not given to establish a pass or fail score.

The student may opt to retake the class if they so desire. In some cases, the instructor will recommend the student retake the class if they are not meeting the expected learning that is anticipated.

Certificates of completion will be issued to students upon completion of the appropriate coursework.

#### **I. Instructor Performance Reporting to Student:**

Normal reporting of student performance will be completed at the end of the course where recommendations for additional training will be made based on the instructor's assessment of the student's performance in the class. Exceptions to this requirement will be specified in the applicable course description Section III.

#### **J. PSI Project Management's Warranty:**

PSIPM under no circumstances warrants that student's taking the certification courses, Advanced Project Management Training Program, will pass the PMP<sup>®</sup>, or CAPM<sup>®</sup> exams. Curriculum for the course covers the subject materials and provides the methodology and instruction required to enable the student to pass the specific exam. If the student takes the exam within 30 days of completion of this course and is unable to pass it, the student may participate in another class, some fees may apply if course materials have changed. Attendance will be scheduled in the earliest available class depending on class availability and the number of students scheduled for the class.

**K. PSI Project Management's Refund Policy:**

Refund Or Cancellation Is Requested By Student - A \$50 processing fee will be charged if the student cancels the class prior to five days before course is to start. No refunds or cancellations will be made within five days of the course start date. If the student is unable to attend the course, substitution of another person may be made, or the student may reschedule to a later course.

Should it be necessary for a student to withdraw from the course for unforeseen mitigating circumstances, such as sickness, emergencies, etc., the student may request a refund. The refund will be made on a prorated basis of where the student is currently in the class, and the cost of books will also be subtracted from the refund amount. The student also has the option of rescheduling to a future class. If the textbooks and material change, the student will be required to pay for the new textbooks and material. In addition to the above, a \$100 processing fee will be charged for all early withdrawals or cancellations after the class has started.

Course is cancelled by PSIPM - All classes are guaranteed to run unless there are special mitigating circumstances, such as sickness, emergencies, etc.

Should it be necessary for PSIPM to cancel the class for some reason, such as above, the student will be contacted by phone, text, or email. A make-up course will be scheduled as soon as possible.

If the student requests a refund if a course is cancelled, a full refund will be made and return of books will be required if the student has not used them. If they have been used, the cost of the books will be deducted from the refunded amount.

**L. Job Placement:**

PSIPM does not provide job placement services. Completion of project management training classes does not guarantee employment.

**M. Continuous Improvement:**

PSIPM is committed to continuous improvement of each course it offers. Feedback from each student is requested through a course survey which is issued to the student at the end of the class, and the information provided by the student is used to improve the appropriate course.

**N. PSI Project Management's Issue/Complaint Resolution Policy:**

PSI Project Management is always concerned about any issues or complaints its clients may have. It is PSIPM's objective to resolve all issues or complaints immediately if possible, and within ten business days from being reported if possible. The issue should be reported to Roy Mathena, President, PSI Project Management by completing the "Issues/Complaint Form" which is downloadable from [www.psim.com](http://www.psim.com). The completed form should be emailed to [roym@psipm.com](mailto:roym@psipm.com). Receipt of the form will be acknowledged, and after careful investigation, a response will be provided to the sender by the President. The goal is for all issues/complaints to be resolved and agreed to by both parties.

To access the form go to: <http://psipm.com/wp-content/uploads/2020/05/PSIPM-Client-Issue-Complaint-Form.pdf>

The client agrees that any dispute which cannot be resolved between the parties, client and PSIPM will be handled under the jurisdiction of the State of South Carolina, preferably through generally accepted alternative dispute resolution methods. Litigation is not preferred and is the last alternative.

If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education. The form is available on the Commission's web site at [http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf).

#### O. Hours Earned For Courses:

PSIPM courses are not generally transferable to other institutions. The exception would be contact hours of training that are required by the Project Management Institute for the Project Management Professional exam and the Certified Associate in Project Management exam. The hours earned through PSIPM courses can be used to satisfy the prerequisite project management contact hours of training that is required for these certifications.

### III. PSIPM Course Offering:

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#### A. Introduction To Project Management

One-Day Course (Seven Hours)

8:30 AM until 5:00 PM

#### **Prerequisite Requirements:**

There are no prerequisite requirements to participate in this course. An interest in learning more about project management is desired.

#### **Course Objectives and Description of Course:**

This course provides a high-level description of project management. It is an ideal course for those who want to become familiar with project management or those who are considering moving into project management as a career objective.

Topics include an introduction to:

- Getting started with project management
- Initiating a project
- Planning for time and cost
- Planning for project risks, communication and change control
- Managing a project
- Closing the project

#### **Cost of Course:**

Cost of this course is \$300, including tuition and books.

**Course Schedule and Register For Course:**

Visit <https://psipm.com/> for the class schedule.

**Certification:**

There are no certifications provided for completing this course. However, the seven hours of attendance in this course will contribute to prerequisite requirements of training hours required for the Project Management Professional exam or the Certified Associate in Project Management exam.

A certificate of completion will be provided for completion of this course.

Length of training is seven hours (one day).

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**B. Project Management Fundamentals**

Two-Day Course (15 Hours)  
8:00 AM Until 5:00 PM

**Prerequisite Requirements:**

There are no prerequisite requirements to participate in this course. An interest in learning more about project management is desired.

**Course Objectives and Description of Course:**

This course provides a deeper look at project management than the “Introduction to Project Management” course. This course can be taken in conjunction with the “Introduction to Project Management” course or it can be taken independent of it. If you are moving into a project management role, it may be best to take the “Introduction” course in conjunction with the “Fundamentals” course to better understand the basics of project management. The course includes some limited case study activities and basic network diagramming activities along with basic methods used to analyze the project performance.

Topics include an introduction to:

1. Project basics
2. Project scope
3. Project schedule and resources
4. Network diagramming
5. Project budget
6. Project performance using earned value analysis
7. Project risk
8. Project communications
9. Leadership
10. Project management career



**Cost of Course:**

Cost of this course is \$655, including tuition and books.

**Course Schedule and Register For Course:**

Visit <https://psipm.com/> for the class schedule.

**Certification:**

There are no certifications provided for completing this course. However, the fifteen hours of attendance in this course will contribute to prerequisite requirements of training hours required for the Project Management Professional exam or the Certified Associate in Project Management exam.

A certificate of completion will be provided for completion of this course.

Length of training is 15 hours (two days)

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**C. Practical Project Management**

Three Day Course (24 Hours)

8:00 AM Until 5:00 PM

**Prerequisite Requirements:**

The student must be an experienced project manager or must have completed the Introduction to Project Management Course or Project Management Fundamentals Course. Other project management training may be accepted in lieu of the two above courses.

**Course Objectives and Description of Course:**

PSIPM's "Practical Project Management Course" is designed for project managers who want to develop or improve their project management methodology. This course is based on generally accepted project management practices and procedures. It is also based on a practical application flow of the ten knowledge areas, five process groups, and forty-nine processes that make up the framework of the Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge - Sixth Edition*, Project Management Institute, Inc. 2017 (PMBOK® Guide). The practical application of each process and project management terminology are covered in this course. Example project management subsidiary plans and working documents are provided and discussed throughout the course. The course is dedicated to developing a firm understanding of what is required for projects to be successful and to enable the repeatability of successful project management. Embedded in the course is a workshop where a case study is analyzed and the project management plan/documents are completed.

**Course Takeaways:**

- Includes approximately 40 fillable and editable pdf example subsidiary plans and forms
- Knowledge and understanding of PMI terminology

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- Knowledge and understanding of the PMBOK® Guide processes and structure
- Application of general project management techniques
- Understanding of hybrid project management (Integration of Predictive and Agile project management approach)
- Understanding of how to measure project performance, actual results to the planned results
- Example project management plans which provide guides for methodology development
- Example project management documents which can be adapted to the methodology

**Exclusions:** This course is not a preparation course for the Project Management Professional (PMP®) or the Certified Associate in Project Management (CAPM®) exams; instead, it offers the practical application in project management. To prepare for the PMP® or CAPM® exam, PSIPM offers the Advanced Project Management Course. Visit [www.psim.com](http://www.psim.com) to learn more.

### **Cost of Course:**

Cost of this course is \$900, including tuition and books.

### **Course Schedule and Register For Course:**

Visit <https://psipm.com/> for the class schedule.

### **Certification:**

There are no certifications provided for completing this course. However, the twenty-four hours of attendance in this course will contribute to prerequisite requirements of training hours required for the Project Management Professional exam or the Certified Associate in Project Management exam. If a student is PMP® or CAPM® certified, this course will contribute 24 PDUs toward the renewal requirements for these certifications.

A certificate of completion will be provided for completion of this course.

Length of training is twenty-four hours (three days).

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## **D. Advanced Project Management Training Program**

Five Weeks of Precourse Study and Five Days (40 Hours) of Classroom Instruction  
8:00 AM Until 5:00 PM

### **Prerequisite Requirements:**

To Qualify For the Project Management Professional Exam:

- With a bachelor's degree, the student must have 36 months of experience within the last eight years of leading projects. The student must also have 35 hours of contact project management training, which this program provides 40 hours.
- With a high school diploma (or equivalent), or an associate degree, the student must have 60 months of

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experience within the last eight years of leading projects. The student must also have 35 hours of contact project management training, which this program provides 40 hours.

To Qualify For the Certified Associate in Project Management Exam:

- Student must have a high school diploma (or equivalent) and twenty-three hours of contact project management training, which this program provides 40 hours.

Student may also take this course for project management knowledge if they do not want to become certified in project management.

### **Course Objectives and Description of Course:**

This program is for project managers who are studying to take the PMP® or CAPM® exam. It includes 35-40 hours of pre-classroom study, memory sheets, flash cards, quick reference guide, practice tests, textbook, and PSIPM's propriety reference book. Forty hours of live virtual or classroom instruction is provided. The Advanced Project Management Program is a comprehensive six-week training program for aspiring PMP® or CAPM® candidates. Five weeks of precourse study is completed before the actual classroom instruction begins. During the five weeks prior to the class, reading and other assignments will be assigned, and the progress will be followed by the instructor. Weekly study groups are conducted to enhance the student's learning experience and answer any questions the student may have. Precourse simulated exam testing is also conducted during the precourse work to assist the student in preparing for the actual exam. Additional PSIPM material is also used to enhance the learning experience. As an Authorized Training Partner, PSIPM uses the PMI-developed textbook for the actual classroom instruction. In addition, other learning tools and practical applications are also provided during the class. The instructor for the program is a PMI Authorized Training Instructor who has broad project management experience and extensive experience teaching project management. The instructor works with the students on an individual basis as they prepare for the exam, and the instructor also assists the students with completing the application. The program has a two-fold learning objective: First, to prepare the students for the PMP® or the CAPM® exam; secondly, to provide tools the students can apply in their day-to-day projects. All courses are conducted virtually and are guaranteed to run.

### **Learning Objectives**

#### Week 1 Precourse Study

- Foundational Terms & Concepts
- Process Framework

#### Week 2 Precourse Study

- Integration Management
- Scope Management
- Schedule Management

#### Week 3 Precourse Study

- Cost Management
- Quality Management
- Resource Management

#### Week 4 Precourse Study

- Communications Management
- Risk Management
- Procurement Management
- Stakeholder Management

#### Week 5 Precourse Study

- Simulated Exam Testing
- Application Preparation
- Week 6 Live Virtual Class

#### Week 6 Classroom Instruction

- Creating A High-Performance Team
- Business Environment
- Start The Project
- Planning The Project
- Lead The Project Team
- Support Project Team Performance
- Closing The Project/Phase

**Cost of Course:**

Cost of this course is \$1,955, including tuition and books. Additional cost is required and payable to PMI for membership and for the PMP® exam or CAPM® exam. To learn more about these fees, visit [www.pmi.org](http://www.pmi.org)

**Course Schedule and Register For Course:**

Visit <https://psipm.com/> for the class schedule.

**Certification:**

There are no certifications provided for completing this course. However, this course satisfies the prerequisite education requirement for the PMP® and CAPM® exams. The respective exam will be paid directly to PMI upon acceptance of the appropriate application. Once the application has been accepted and paid for, the student will schedule the appropriate exam with PMI.

A certificate of completion will be provided for completion of this course.

Length of contact training is forty hours (five days). In addition, the student will complete assigned precourse study and weekly zoom study sessions for a total of approximately sixty hours spread over the precourse study period (five weeks).

**Instructor Performance Reporting to Student:**

Weekly reviews of student progress will be conducted. The student is required to complete each assignment provided in Precourse Study Log and return to the instructor for review and sign off. Weekly review sessions are held with the class to discuss the material covered and to answer questions. These study sessions will be scheduled based on the class desired schedule and will last approximately 1 ½ hours. Zoom will be used for the sessions.

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**E. Project Management Seminar Series**

One Hour of Instruction  
11:00 AM to 12:00 PM

**Prerequisite Requirements:**

There are no prerequisites to attend the seminar.

**Course Objectives and Description of Course:**

The objectives of these seminars are to promote best practices in project management and to



provide valuable tools the student can use as they manage projects. Key project management subjects will be covered in each seminar.

Key topics include:

- Earned value
- Planning the project
- Network diagramming
- Quality management
- Many other topics

**Cost of Course:**

Cost of this course is \$0.00. The seminars are free.

**Seminar Topic and Schedule and to Register for Seminar:**

Visit <https://psipm.com/> for the class schedule.

**Certification:**

There are no certifications provided for completing this seminar. However, those holding the PMP® and CAPM® exams will receive one PDU for attending the seminar. PSIPM will provide the details of the student's attendance to PMI and log in the PDU for the student.

A certificate of completion will not be provided for attending the seminar.

Length of contact training is one hour (one day).

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**F. Corporate Courses**

Corporate courses are conducted based on the client's needs. All of the open enrollment courses are offered in a closed corporate setting. Specialized courses may be developed specifically for client if required.

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Sincerely,



Roy L. Mathena, PMP, ATI

President

PSI Project Management

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