PSI Project Management, Inc.
TRAINING PROJECT MANAGERS

COURSE CATALOG

May 5, 2026, V4a

URL: http://psipm.com/ – Phone: 864-915-7808 – Email: RoyM@PSIPM.COM

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 5, 2026 – Volume 4

I. General Information

A. About The Owner And Officers:

PSI Project Management, Inc.
202 Latimer Mill Rd, Honea Path, SC 29654
Phone:864-915-7808 - Email: roym@psipm.com

Roy L. Mathena, President/Owner
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).

Scott Johnson, Executive VP
Scott has over 17 years of experience in the aviation community, serving in the United States Air Force. Additionally, Scott is an aviation instructor; he has taught courses virtually and asynchronously. He holds two Master's Degrees in Aviation and Education, Project Management Professional (PMP)®, and FAA Airframe and Powerplant License. He has led projects and teams in various mission sets working in Air Force Special Operations Command. Scott has led course development projects for K-12 grades. He has held multiple roles in the Project Management Institute Southern Maryland Chapter, serving as the Director of Education & Director of Programs.

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 400, Columbia,

SC 29201, Telephone (803) 737-2260, 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. Website is www.pmi.org.

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, Maximum is 20 to 25
- 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 unless the student has activated the digital training license, in which case the cost of the training materials will be deducted from the refund. The license is no longer usable and cannot be assigned to other students.

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 made up. Upon request, the instructor will record that portion and provide to the student with the video link for make-up study unless video recording are prohibited due to copyright infringement.

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.

Failure to comply with these requirements is a cause for dismissal from the program. Student may be readmitted once they satisfy or demonstrate they will comply with the stated requirements.

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 six years after completion of course. A transcript for each student will be maintained for 50 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 and based on their attendance of all classes.

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 in Section III.

J. PSI Project Management's Warranty:

PSIPM under no circumstances warrants that students taking any certification courses will pass the applicable exam. Curriculum for each 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 – If the student cancels the enrollment agreement or contract within seventy-two hours, before midnight of the third day, excluding Saturday, Sunday, legal holidays, a full refund will be provided. If this notification is not met and the student does not attend class, a $100 administrative fee will be retained by the organization.

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. 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 administrative fee will be charged for all early withdrawals or cancellations after the class has started.

In all classes, if the student has activated the digital training license, the cost of the training materials will be deducted from the refund. The license is no longer usable and cannot be assigned to other students.

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 unless the student has activated the digital training material. If the digital training material has been activated, the cost will be deducted from the refunded amount.

PSIPM Courses Refund Table Based On Hours Of Participation**			
Course	**Description**	**Hours Completed**	**Refund Percentage**
Advanced Project Management Course	Precourse Study Wk 1	1 ½	90%
	Precourse Study Wk 2	3	80%
	Precourse Study Wk 3	4.5	70%
	Precourse Study Wk 4	6	80%
	Precourse Study Wk 5	7.5	60%
	Class Day 1	8	50%
	Class Day 2	8	40%
	Class Day 3	8	30%
	Class Day 4	8	20%
	Class Day 5	8	0%
Course	**Description**	**Hours Completed**	**Refund Percentage**
Project Management Fundamentals/CAPM	Four Day Course (30 Hrs)	8	66%
		16	33%
		24	0%
Course	**Description**	**Hours Completed**	**Refund Percentage**
Practical Project Management Course	Three Day Course (24 Hrs)	8	
		8	33%
		8	0%
Course	**Description**	**Hours Completed**	**Refund Percentage**
Introduction To Project Management	One Day Course (7 Hrs)	7	0%
Course	**Description**	**Hours Completed**	**Refund Percentage**
Lead Effective AI Projects In This New Dynamic Era	Leaves program before completing self-paced		90% if training material has not been activated
	Leaves program after training material has been activated	8	84% after deduction of training material
		16	68% after deduction of training material
		24	52% after deduction of training material
		32	36% after deduction of training material
		40	20% after deduction of training material
		48	4% after deduction of training material

**Note: If student shows up for class, they are assumed to have attended class for the day.

All refunds will be made within 40 days from the effective date of termination.

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.psipm.com. The completed form should be emailed to 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.

Mail the complaint and required documentation to:
SC Commission on Higher Education
Academic Affairs
Attn: Student Complaint
1122 Lady Street, Suite 400
Columbia, SC 29201
Or E-mail: submitcomplaint@che.sc.gov

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:

A. Introduction To Project Management

One-Day Course 8:30 AM until 5:00 PM (7 Hrs)
Live Virtual using Zoom
Earn 7 PDUs

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.

Course Syllabus

1. Getting started with project management
2. Initiating a project
3. Planning for time and cost
4. Planning for project risks, communication and change control
5. Managing a project
6. Closing the project

Cost of Course:

Cost of this course is $500 per student, including tuition and books.

Course Schedule and Register For Course:

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

Special course is scheduled based on demand and requirements of client. No set schedule

Certification:

There are no certifications provided for completing this course.

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

Length of training is seven hours (one day).

B. Project Management Fundamentals/CAPM®

Evening Class – 6 to 9 PM Eastern Time, Monday through Thursday, 10 sessions (30 Hrs)
Day Class - 8:00 AM Until 5:00 PM, Monday through Friday, 4 days (32 Hrs)
Live Virtual Class using Zoom
Earn 30 PDUs

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.

Course Syllabus

Lesson 1: Course overview
Lesson 2: Project management fundamentals
Lesson 3: Organizing for project performance
Lesson 4: Development Approach and Life Cycle
Lesson 5: Business analysis framework
Lesson 6: Starting a project
Lesson 7: Predictive methodologies
Lesson 8: Adaptive approaches
Lesson 9: Project work and delivery
Lesson 10: Conclusion

Cost of Course:

Cost of this course is $1,495, including tuition and books.

Course Schedule and Register For Course:

Visit https://psipm.com/ for the class schedule and to register.

Project Management Fundamentals / CAPM Course			
Course Number	Start Date	End Date	Registrations Closes
W26-F20	July 7, 2026	July 10, 2026	July 1, 2026
W26-F21	September 28, 2026	October 1, 2026	September 21, 2026
W26-F22	December 1, 2026	December 4, 2026	November 23, 2026

Certification:

There are no certifications provided for completing this course. However, this course satisfies the prerequisite education requirement for PMI's CAPM® exam.

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 30 hours.

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

Length of training is 30 hours (four days)

C. Practical Project Management

Day Class - 8:00 AM Until 5:00 PM, Days to be specified for each class, 3 days (24 Hrs)
Live Virtual Class using Zoom
Earn 24 PDUs

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 Syllabus

- Introduction to Agile, Predictive, and Hybrid project management methods
- Initiating the project – how to develop the project charter and identify stakeholders
- Planning – how to develop the project management plan.
- Executing – how to execute the project plan to create the deliverable
- Monitoring and controlling – how to monitor the project to make sure the plan is being followed.
- Closing – how to close the project.

In addition, the students will learn about:

- Collecting requirements.
- Developing a budget.
- Communications management.
- Resource management – both human and physical resources are addressed.
- Stakeholder management.

- Procurement management.
- Problem solving techniques.
- Change control.
- Earned value management.
- Network diagramming.
- Project lifecycles
- Much more.

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.

Cost of Course:

Cost of this course is $1,095, including tuition and books.

Course Schedule and Register For Course:

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

Practical Project Management Course			
Course Number	Start Date	End Date	Registration Closes
WP26-136	June 2, 2026	June 4, 2026	May 29, 2026
WP26-137	August 4, 2026	August 6, 2026	August 1, 2026
WP26-138	September 29, 2026	October 1, 2026	September 22, 2026
WP26-139	November 17, 2026	November 19, 2026	November 10, 2026

Certification:

There are no certifications provided for completing this course. However, 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).

D. Advanced Project Management Training Program

Evening Class – 6 to 9 PM Eastern Time, Monday through Thursday, 12 sessions (36 Hrs)
Day Class - 8:00 AM Until 5:00 PM, Monday through Friday, 4 days (40 Hrs)
Live Virtual Class using Zoom
Earn 36 PDUs

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 ten years of

leading projects. The student must also have 35 hours of contact project management training, which this program provides.
- With an associates degree, the student must have 48 months of experience within the last ten years of leading projects. The student must also have 35 hours of contact project management training, which this program provides.
- With a high school diploma (or equivalent), the student must have 60 months of experience within the last ten years of leading projects. The student must also have 35 hours of contact project management training, which this program provides.

Students 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® exam. It has thirty-six hours of live virtual classroom instruction. The Advanced Project Management Program is a comprehensive training program for aspiring PMP® candidates. In addition to the live virtual training, PSIPM offers an optional "PM Prep Study Group" at no additional charge to registered Advanced Program participants. This study group complements the core instruction with weekly assignments drawn from the PSIPM eBook, which covers all aspects of project management including predictive, agile, and hybrid project management methods. The study group provides an opportunity for participants to reinforce key concepts through guided engagement with weekly assignments. Sessions are facilitated by a certified ATP instructor and are designed to deepen understanding of the material through collaborative discussion and practical application.

Also included in the course is PSIPM's Learning Management System (LMS) including the eBook used in the PM Prep Study Group. The eBook contains 20 question tests after each chapter as well as videos and pod cast which discuss the various topics that are covered in the eBook and the class. In addition to the eBook, the LMS contains a copy of the slides presented during class, example plans and forms that are typically used to manage projects. The project management plans and forms have been integrated with the slides so that for example, when the project charter is being discussed in class, a typical project charter is displayed. This method of presentation provides live view of what is being discussed which aids in the learning experience. The LMS also includes two 180 question simulated exam tests, and a study guide which takes you step by step through the final steps required to prepare for the PMP® exam. In total over 1,200 simulated questions are provided to assist the student in preparing for the PMP® exam.

As an Authorized Training Partner, PSIPM uses the PMI-developed materials 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® exam; secondly, to provide tools the students can apply in their day-to-day projects. All courses are conducted live virtually and are guaranteed to run.

Program Syllabus:

- Start The Project
- Planning The Project
- Lead The Project Team
- Support Project Team Performance
- Closing The Project/Phase

Course Schedule and Register For Course:

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

Advanced Project Management Training Program			
Course Number	Class Start Date	Class End Date	Registration Closes
W26-P113	June 22, 2026	June 26, 2026	June 15, 2026
W26-P114	August 3, 2026	August 7, 2026	July 28, 2026
W26-P115	September 21, 2026	September 25, 2026	September 15, 2026
W26-JCC-P4	October 5, 2026	October 9, 2026	September 29, 2026
W26-P116	November 9, 2026	November 13, 2026	November 2, 2026
W26-P117	December 14, 2026	December 18, 2026	December 7, 2026

Certification:

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

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

Length of contact training is thirty-six (evening class, 12 sessions) to forty hours (day classes, five days).

Instructor Performance Reporting to Student:

The instructor will monitor the student's progress through class participation and the testing that is performed throughout the class. The instructor will provide feedback accordingly through the interaction.

E. Lead Effective AI Projects In This New Dynamic Era

Evening Class – 6 to 9 PM Eastern Time, Monday through Thursday, 12 sessions (36 Hrs)
Day Class - 8:00 AM Until 5:00 PM, Monday through Friday, 4.5 days (44 Hrs)
Live Virtual Class using Zoom
Self-Paced Training, Student's Personal Schedule, (8 Hrs)
Earn 44 PDUs

Duration: Total time 44 hours (8 self-paced + 36 live virtual).

Prerequisites: All required preparation is built into the course. No prior experience needed.

Course Requirements: Students are expected to fully participate in all live, instructor-led sessions and online learning activities. A quiet workspace, stable internet connection, and reliable computer with Adobe Reader, Word and Excel (or equivalent) are required, along with passing all knowledge checks.

Description: This course empowers project managers and business professionals to lead effective, responsible AI projects that drive innovation and adaptability in today's dynamic business environment.

Course Content:

- **AI Readiness** (8 hours)
  Online self-paced orientation to gain **core concepts** and **approaches** with PMI's AI Project Patterns and AI Essentials, equipping you to lead confidently in data-driven environments.

- **Instructor-Led Masterclass** (36 hours)
  Live, virtual sessions by expert instructors integrating **responsible AI practices**, **data-driven decision making**, **change readiness strategies**, and **AI tool selection**. Engage in collaborative discussions and exercises that translate AI concepts into actionable project solutions.

- **AI Innovation Lab** (included in Masterclass)
  Applied learning experience built around a **guided case study** reflecting real business challenges, transforming AI concepts and insights into practical AI-driven practices.

- **Bonus -** downloadable **PMI AI publications**, one-year **PMI membership**, and pre-paid exam fee for PMI's **CPMAI Certification Exam**. Meets all CPMAI Exam eligibility requirements.

Cost of Course:

Cost of this course is $2,495 including tuition and books

Included in cost of course: PMI membership for one year and the exam fee for PMI Certified Professional in Managing AI (PMI-CPMAI)

Course Schedule:

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

Lead Effective AI Projects In This New Dynamic Era				
Course Number	Self-Study Start Date	Class Start Date	Class End Date	Registration Closes
W27-AI-2	February 15, 2027	February 22, 2027	February 25, 2027	February 10, 2027

F. Corporate Courses

Corporate courses are conducted based on the client's needs. All 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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