

# Project Management Certification Preparation: PMP & CAPM

## PROJECT MANAGEMENT CERTIFICATION PREPARATION FOR PMP AND CAPM

SPONSORED BY PRISM MEDIA & TRAINING

PROFESSOR: DR. BILL WARNER, PMP, CQM/OE, CSSGB

**STARTING SEPTEMBER 14, 2010 FOR 11 TUESDAYS FROM 5:30 TO 8:30 P.M.**  
**HOMAX PRODUCTS**  
**200 WESTERLY ROAD (NEAR BELLIS FAIR AND WCC) BELLINGHAM**

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**PROJECT MANAGEMENT TRAINING**  
**CERTIFICATION PREPARATION FOR PMP AND CAPM EXAMINATIONS**  
**SPONSORED BY PRISM MEDIA AGENCY**  
**SERVING NORTHWEST WASHINGTON**

**FALL QUARTER 2010 AT 200 WESTERLY ROAD IN BELLINGHAM**

## **INSTRUCTOR**

Bill Warner, Ph.D., PMP, CQM/OE  
[bill@prism-media.com](mailto:bill@prism-media.com)

### Telephone Contact

Cell Phone Number: (360) 510-3826  
Home Phone Number: (360) 354-6988

Address: 108 Fairside Drive, Suite C, Lynden, WA 98264-1700

## **COURSE SCHEDULE FOR NORTHWEST WASHINGTON IN BELLINGHAM**

11 Tuesdays beginning September 14, 2010  
5:30 p.m. to 8:30 p.m.

## **REQUIRED TEXTBOOK**

*A Guide To The Project Management Body Of Knowledge (PMBOK®)*,  
4th Edition, PMI © 2008. ISBN 978-1-933890-51-7

## **RECOMMENDED TEXTBOOKS** (any one of the following three books)

***PMP Exam Prep 6<sup>th</sup> Edition* by Rita Mulcahy; Publisher: RMC Publications © 2009**

*Project Management Professional Exam Study Guide 5<sup>th</sup> Edition* by Kim Heldman. Publisher:  
Sybex and Wiley, © 2009.

*All-in-One CAPM/PMP Project Management Certification Exam Guide*: "Comprehensive book used  
for Passing the CAPM and the PMP Exam" (hardcopy) by Joseph Phillips; Publisher:  
McGraw Hill/Osborne © 2009. (Soon to be released; orders being taken)

## **COURSE FEE DUE ON OR BEFORE FIRST CLASS ON SEPTEMBER 14**

Please pay course fee of \$595 by cash, check, or money order  
made out to "**PRISM Media Agency**"  
108 Fairside Drive, Suite C, Lynden, WA 98264-1700

For additional information, please contact Bill Warner by phone, email, or snail mail  
Phone: 360.354.6988 or 360.510.3826; [bill@prism-media.com](mailto:bill@prism-media.com)

### *SESSION TOPICS BASED ON THE PMBOK, © 2008*

1. PMP and CAPM Qualifications and PMI Application Process
2. Project Management Framework, Models, Methodologies...
3. Project Management Context, Life Cycle, Framework, Processes, and
4. Professional and Social Responsibility, Ethics, Code of Conduct
5. Project Integration Management
6. Scope Management
7. Time Management
8. Cost Management
9. Quality Management
10. Human Resource Management
11. Risk Management
12. Communications Management
13. Procurement Management
14. PMP Examination tips, tricks, and successful test taking strategy

### *METHODS OF INSTRUCTION*

1. Interactive lectures with class discussion
2. Instructor-led comprehensive slide presentations
3. Informative project management handouts
4. Review of PMP test-taking examination practice
5. Practical, hands-on exercises and activities to expand your knowledge of project management and to prepare you for the PMP or the CAPM examination
6. Guidance in completing the PMP or the CAPM application process
7. Formation of PMP certification study groups to follow-up class instruction

### CORE CONCEPTS

1. Basic project framework (organization, structure, life cycle, etc.)
2. Best practices in project management methodologies
3. Characteristics of the successful project manager
4. Professional responsibility and ethical behavior
5. Fundamentals of project selection and initiation
6. Planning processes, methodologies and techniques
7. Project cost estimating and cost budgeting
8. Project scheduling fundamentals and diagramming
9. Earned value project management
10. Best practices in business and project communications
11. Effective conflict resolution
12. Best practices in negotiation techniques
13. Project monitoring and controlling
14. Business and project risk management fundamentals
15. Project auditing
16. Project termination methods
17. International and multi-national projects
18. Cultural differences overview
19. Modern developments and future trends in project management
20. PMP/CAPM examination strategy and successful test-taking skills

## **PMP PREP COURSE LEARNER OUTCOMES**

### Examples of Learner Outcomes, Part 1

#### **Module #1: Professional and Social Responsibility**

By the end of the first session on **September 14**, you will understand:

- Describe to your classmates the contents of the PMI Code of Professional Conduct
- Describe how to promote constructive interaction among stakeholders
- Describe how to interact with team members, and other stakeholders, in an ethical, professional, and cooperative manner (complete role play activities)
- Identify potential conflicts of interest and other possible ethical violations
- Identify the PMI procedural steps for reporting violations of the PMI Code of Professional Conduct
- Identify ways of ensuring individual integrity (respecting copyright laws; being truthful in your communications; not giving or taking inappropriate gifts; following the right process) [complete role play activities]
- Describe ways a project manager can develop personal and professional competence
- Describe ways a project manager can contribute to the project management knowledge base

#### **Special Module: Completing the PMP Application and Preparing and Taking the PMP Examination**

By the end of this session (**September 21**), you will understand:

- How to apply and use the project management process groups in your projects
- How to prepare and complete the PMP application (especially the work experience section of the PMP online application).
- Using Dr. Warner's Excel templates and MS Word to prepare and complete the PMP application
- The experiences of four former PMP students of Dr. Warner in completing the examination application and their preparation for the PMP examination
- How to prepare and study for the PMP examination
- Tips and tricks in taking the PMP examination

## **PMP PREP COURSE LEARNER OUTCOMES**

Examples of Learner Outcomes, Part 2

### **Module #2: Project Management Framework, Life Cycle, and Organizational Structures**

By the end of the third session (**September 28**), you will understand:

- Project” and “Project Management” (by definition)
- The Project Life Cycle (PLA)
- 9 PMBOK Knowledge areas
- Golden Triangle (Triple Constraint)
- Stakeholders and success
- Organizational context and structures (Functional, Matrix, Projectized)
- Standards and best practices of project management

### **Module #3: Project Management Process Groups and Processes**

By the end of the third session (**September 28**), you will understand:

- Process Groups: Initiating; Planning; Executing; Monitoring and Control; Closing
- Project management processes and interactions in a project
- Management process, tools and techniques
- Control Process and integrated change control

### **Module #4: Project Integration Management**

By the end of this fourth session on **October 5**, you will understand:

- The development and contents of the Project Charter
- The development and contents of the Preliminary Scope Statement
- The development and contents of the Project Management Plan
- The process of directing and managing Project Execution
- The process of monitoring and controlling project work
- The processes and methodologies of Integration Change Control
- How to close a project (according to PMI's 4<sup>th</sup> edition PMBOK © 2008)

## **PMP PREP COURSE LEARNER OUTCOMES**

### Examples of Learner Outcomes, Part 3

#### **Module #5: Project Scope Management**

By the end of this session on **October 12**, you will be familiar with:

- Definitions of Scope Terms
- Project/Scope Initiation
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure (WBS)
- Verify Scope
- Control Scope

#### **Module #6: Project Time Management**

By the end of this session on **October 19**, you will understand:

- Practical Benefits of MS Project for Scheduling
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Monitor and Control Schedule (Critical Path, Leveling)
- Network Diagrams, Gantt Charts, PERT, 3-Point Estimates, and Other Diagramming
- Earned Value Measurement

#### **Module #7: Project Cost/Finance Management**

By the end of this session on **October 26**, you will understand:

- Estimate Costs
- Determine Budget
- Monitor and Control Costs
- Earned Value Measurement

## **PMP PREP COURSE LEARNER OUTCOMES**

Examples of Learner Outcomes, Part 4

### **Module #8: Project Quality Management**

By the end of this session on **November 2**, you will understand:

- Quality Management Philosophy, Concepts, and Leaders
- Plan Quality
- Perform Quality Assurance
- Perform Quality Control
- Statistical Quality Control
- Total Quality Management (TQM) concepts
- Six Sigma processes and methodologies
- Quality issues and practices in your projects

### **Module #9: Human Resource Management**

By the end of this session on **November 9**, you will understand:

- HR responsibilities for the project manager
- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Leadership development
- Conflict resolution
- Negotiating

## PMP PREP COURSE LEARNER OUTCOMES

### Examples of Learner Outcomes, Part 5

#### Module #10: Project Communication Management

By the end of this session on **November 9**, you will understand:

- Communications planning
- Identify Stakeholders
- Plan Communications
- Distribute Information
- Communication Methods and Channels
- Manage Stakeholder Expectations
- Communication Styles, Facilitators, and Blockers
- Report Performance
  - ❖ Project records
  - ❖ Project reports
  - ❖ Project presentations
  - ❖ Performance reporting (and Change Requests)
  - ❖ Lessons learned
  - ❖ Project archives

#### Module #11: Project Risk Management

By the end of this session on **November 16**, you will understand:

- Key terms in project risk management
- Plan Risk Management
- Identify Risks (“positive” and “negative”)
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses and Strategies
- Monitor and Control Risks
- Identification of risks in your own projects

#### Module #12: Project Contract/Procurement Management

By the end of this session on **November 23**, you will:

- Define key terms and see “The Big Picture”
- Recognize the need for procurement and understand procurement planning
- Plan Procurements
- Contract Type Selection and Associated Risks
- Conduct Procurements
- Administer Procurements
- Close Procurements
- Understand “Just-In-Time” (JIT)
- Understand supply chain management

## Project Management Certification Preparation: PMP & CAPM

### PMP Certification Class Schedule, Part 1

Class	Reading Assignment	Discussion Topics/Objectives
<b>Week 1</b> <b>September 14</b>	PMBOK Chapter 1 <i>PMP Exam Prep*</i> , Chapters 1 and 2 PM Certification, Chapter 13	<ol style="list-style-type: none"> <li>1. Professional and Social Responsibility (Code of Conduct)</li> <li>2. Project Management Overview</li> <li>3. Project Management Framework</li> <li>4. Preparing for the Cert. Exams #1</li> </ol>
<b>Week 2</b> <b>September 21</b> <b>Extra Session</b>	Preparing and completing the PMP online application Preparing for the PMP examination Taking the PMP examination	Three guest speakers who are former PMP students of Dr. Warner Hands-on experience preparing for PMP examination.
<b>Week 3</b> <b>September 28</b>	PMBOK Chapters 2 and 3 <i>PMP Exam Prep*</i> , Chapter 3 PMI Code of Conduct	<ol style="list-style-type: none"> <li>1. Review Session #1</li> <li>2. Project Life Cycle and Organization</li> <li>3. Project Management Process Groups and Processes</li> </ol>
<b>Week 4</b> <b>October 5</b>	PMBOK Chapter 4: Integration <i>PMP Exam Prep*</i> , Chapter 4	<ol style="list-style-type: none"> <li>1. Review past sessions</li> <li>2. Project Management Integration</li> <li>3. PMP and CAPM Qualifications application procedures</li> </ol>
<b>Week 5</b> <b>October 12</b>	PMBOK Chapter 5: Scope <i>PMP Exam Prep*</i> , Chapter 5	<ol style="list-style-type: none"> <li>1. Review Session #4</li> <li>2. Project Scope Management</li> <li>3. Practice Exam Questions</li> </ol>
<b>Week 6</b> <b>October 19</b>	PMBOK Chapter 6: Time <i>PMP Exam Prep*</i> , Chapter 6	<ol style="list-style-type: none"> <li>1. Review Session #5</li> <li>2. Project Time Management</li> <li>3. PMP and CAPM preparation #3</li> </ol>

## Project Management Certification Preparation: PMP & CAPM

### PMP Certification Class Schedule, Part 2

<b>Week 7</b> <b>October 26</b>	PMBOK Chapter 7: Cost <i>PMP Exam Prep*</i> , Chapter 7	<ol style="list-style-type: none"> <li>1. Review Session #6</li> <li>2. Project Cost/Finance Management Earned Value Management</li> </ol>
<b>Week 8</b> <b>November 2</b>	PMBOK Chapter 8: Quality <i>PMP Exam Prep*</i> , Chapter 8	<ol style="list-style-type: none"> <li>1. Review Session #7</li> <li>2. Quality Management</li> <li>3. PMP and CAPM preparation #4</li> </ol>
<b>Week 9</b> <b>November 9</b>	PMBOK Chapters 9 and 10 <i>PMP Exam Prep*</i> , Chapters 9 and 10	<ol style="list-style-type: none"> <li>1. Review Session #8</li> <li>2. Human Resource Management</li> <li>3. Communications Management</li> </ol>
<b>Week 10</b> <b>November 16</b>	PMBOK Chapter 11: Risk <i>PMP Exam Prep*</i> , Chapter 11	<ol style="list-style-type: none"> <li>1. Review Session #9</li> <li>2. Business and Project Risk Management</li> <li>3. PMP and CAPM preparation #5</li> </ol>
<b>Week 11</b> <b>November 23</b>	PMBOK Chapter 12: Procurement <i>PMP Exam Prep*</i> , Chapter 12 Review; Practice Examinations	<ol style="list-style-type: none"> <li>1. Project Procurement Management</li> <li>2. PMP® Examination tips, tricks, and test taking strategy</li> </ol>

*\*PMP Exam Prep refers to the exact same chapters in Rita Mulcahy's book and in both Phillips books. You will note that the PMBOK chapter numbering is almost the same as both texts.*

# Project Management Certification Preparation: PMP & CAPM

## **INSTRUCTOR ABBREVIATED BIO: DR. BILL WARNER, PMP**

### PROJECT MANAGEMENT UNIVERSITY TEACHING EXPERIENCE

1. Full-time in information technology for Western Washington University 2005 to June 30, 2010.  
Part-time WWU College of Business and Economics MBA Adjunct Faculty (Decision Sciences Seminar)
2. Specializes in teaching project management certification courses; MBA business courses and seminars.
3. Teaches masters degree project management courses for Embry-Riddle Aeronautical University.
4. Taught most of the Masters' degree project management courses for City University during the past six years. Teaches between one to three master degree courses for City University each quarter.
  - ❖ Fall Quarter 2008 taught City University Risk Management and Decisions for Boeing cohorts and Risk Management and Decisions for MBA students in Beijing, China.
  - ❖ Winter Quarter 2009 taught master degree course on Leadership Principles.
  - ❖ Spring Quarter 2009 taught Risk Management and Decisions for MBA students
  - ❖ Summer Quarter 2009 taught two project management MSPM courses and one IT graduate course.
  - ❖ Fall Quarter 2009 taught two sections of Managing Risk: Business and Project for MBA students
  - ❖ Winter Quarter 2010 teaches four MSPM or MBA courses (two MSPM courses in Athens, Greece)
  - ❖ Spring Quarter 2010 teaches MSPM PM 514 capstone, integrated course.
  - ❖ Summer Quarter 2010 teaches two MSPM, one undergraduate course, and one ITMGMT course.
5. Taught graduate level project management and business courses for colleges/universities in the United States, Canada, Europe, and China. Continues to teach MBA courses in China (annually; most recently during November 2009) and Athens, Greece, two MSPM courses in January-February 2010.
6. Teaches project management seminars/workshops at professional conferences and institutes.
7. Previously taught project management and PMP certification courses part-time at Capilano College and the McRae International Management Institute in North Vancouver, British Columbia
8. Previously developed and taught project management courses, MS Project courses, and technology courses at Bellingham Technical College and at Skagit Valley Community College.

### INDUSTRY EXPERIENCE

During the 1990's through 2002, Bill served as the Executive Director of "PRISM Media Agency" [501 (c) 3] and President of "Kaleidoscope Video, Training, and Technology."

- At PRISM Media Agency, Bill managed the design and development of corporate and non-profit web sites. Project manager for the production of hundreds of professional videos and television programs.
- At Kaleidoscope, Bill managed the production of professional videos and television programs.
- Bill is a highly experienced project manager, with project experience primarily in these sectors:

➤ e-business/e-commerce	➤ financial institutions	➤ health care industry
➤ higher education	➤ information technology	➤ retail businesses

### PMI LEADERSHIP EXPERIENCE

Bill has served the Project Management Institute in various leadership roles, such as:

1. Charter member of the Mt. Baker PMI Chapter of Whatcom and Skagit counties; VP Programs for 2008 and 2009. PMP Instructor for chapter PMP certification courses
2. Region 1 Mentor for two provinces and five states during 2004-2005
3. President, Vice-President, and a Director of the Canadian West Coast PMI Chapter
4. Vice-President and Director of the Minnesota PMI Chapter
5. Facilitator of the Information Technology Special Interest Group (SIG) and Facilitator of the E-business/E-commerce SIG for the Minnesota PMI Chapter.

### UNIVERSITY EDUCATION

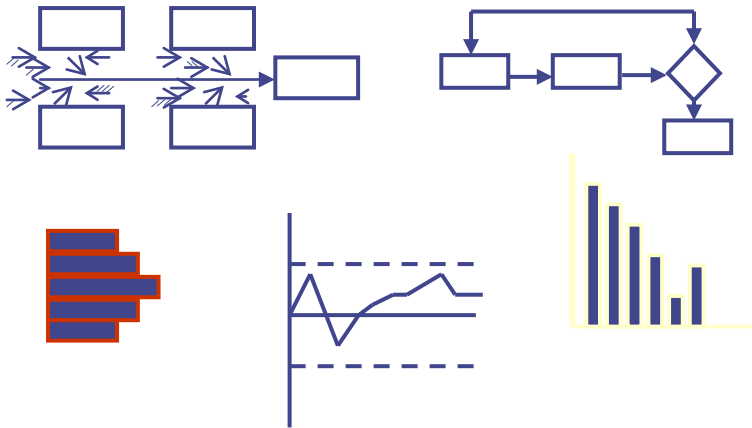
1. Earned B.S. from the University of Minnesota (Minneapolis)
2. Earned M.A. from the University of Minnesota (Minneapolis)
3. Specialist Program in Educational Administration from Minnesota State University, Mankato
4. Earned a Mini-Masters Degree in Software Design and Development (St. Thomas University)
5. Earned Master of Divinity from United Theological Seminary (St. Paul)
6. Earned Ph.D. in Professional Studies (Administration) from the Iowa State University (Ames)

# Project Management Certification Preparation: PMP & CAPM

SPONSORED BY PRISM MEDIA AGENCY

DR. BILL WARNER, PMP, CQM/OE

email: [bill@prism-media.com](mailto:bill@prism-media.com)



**11 TUESDAYS STARTING SEPTEMBER 14, 2010**  
**FROM 5:30 TO 8:30 P.M.**  
**AT 200 WESTERLY ROAD IN BELLINGHAM**

## Why should you take your PMP/CAPM Preparation Course from Bill Warner, PMP, Ph.D.?

1. This is a very practical project management course in which you continually build your PM tool kit, knowledge repository, and soft skills. After each session, you will be able to apply what you've just learned to your current work. Each session is packed with interesting and meaningful information and skill building.
2. Dr. Warner designed, developed, and taught the project management certification courses at Western Washington University, Bellingham Technical College, Skagit Valley College, Capilano College, and Trinity Western University.
3. Each Spring Quarter, he teaches a WWU MBA course on project management.
4. Bill has successfully taught MBA and MSPM courses at many universities around the world. This includes universities in the United States, Canada, Europe, and in major cities in China.
5. He is well known as the best project management instructor in the Puget Sound area.
6. For many years, Bill has been a PMI leader/officer in North America and individual chapters.
7. Bill has conducted many PM seminars and business workshops in North America and China.
8. On request, Bill will provide each of his PM students with 1:1 mentoring/coaching during & after the course. Each student will receive outstanding PMP/CAPM preparation materials, such as a variety of handouts, preparation forms and templates, and slide presentations.
9. Over many years of teaching PMP certification preparation courses, over 90% of his PMP students pass the PMP examination on their first try.
10. Save money on the very high fees of other PMP courses (charging thousands of dollars). The cost of Dr. Warner's course is \$595 for 30 hours of his expert PMP/CAPM instruction
11. Earning a PMI certification will improve your career opportunities and advance your career.

For more information, please contact Bill Warner: By telephone or email:

Cell Phone: (360) 510-3826; Home Phone: (360) 354-6988; email: [bill@prism-media.com](mailto:bill@prism-media.com)

## Project Management Certification Preparation: PMP & CAPM

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**PROJECT MANAGEMENT CERTIFICATION PREP FOR PMP AND CAPM  
DR. BILL WARNER, PMP, CQM/OE PROFESSOR**

<b>11 TUESDAY EVENINGS STARTING SEPTEMBER 14, 2010 AT 200 WESTERLY ROAD IN BELLINGHAM</b>	
<b>NAME * (REQUIRED)</b>	
<b>EMAIL ADDRESS #1</b> <b>EMAIL ADDRESS #2</b>	
<b>PREFERRED PHONE NUMBER(S) *</b>	
<b>POSITION TITLE</b>	
<b>BUSINESS ADDRESS</b>	
<b>HOW DID YOU HEAR ABOUT THIS COURSE?</b>	
<b>COURSE EXPECTATIONS &amp; PREFERENCES? (OVER)</b>	
<b>WHAT DO YOU WANT TO ACCOMPLISH FROM THIS COURSE?</b>	
<b>CAREER GOALS? (OVER)</b>	
<b>REGISTRATION FEE PAYABLE TO:</b> <b><u>PRISM MEDIA &amp; TRAINING</u></b>	<b>\$595 COURSE FEE</b>

1. Please pay \$595 by check made out to "PRISM Media & Training"
2. Send your course registration and payment to PRISM Media & Training at 108 Fairside Drive, Suite C, Lynden, WA 98264-1700.  
Alternatively, you may email this email registration form as a image file or an Acrobat Reader file to [bill@prism-media.com](mailto:bill@prism-media.com)

## PRISM Media and Training

PRISM Media & Training provides project management consulting services and training and development for businesses, governmental agencies, and non-profit agencies. Dr. Warner has led successful projects in the following sectors: retail, information technology, health care, financial, e-business, marketing, television, and higher education.



PRISM is the premier business for project management and quality management training in Northwest Washington.

## Cost and Benefits of Certification

The Project Management Institute (PMI) Project Management Professional (PMP) certification is recognized by American National Standards Institute (ANSI) and by the International Organization for Standardization (ISO).

While colleges and training companies charge between \$1,000 to \$3,000 for a PMP certification course, PRISM charges \$595 for the highest quality PMP certification course.

This premier 30-hour classroom PMP course is an important investment in your career.

## References and Partnerships

**CH2M HILL, BELLINGHAM**

**BOEING, EVERETT**

**UNIVERSITIES**

**FLUKE, EVERETT**

**BP AND SHELL REFINERIES**



## PRISM Media and Training



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360.354.6988 (home)  
bill@prism-media.com

• **Project Management**

• **Quality Management**

• **Certification**



## Dr. Bill Warner, PMP, CQM/OE



Dr. Warner is a scholar, researcher, and business expert. He is well-respected, international authority on project management who regularly teaches master degree project management

courses in China (2002 - 2009) and MSPM capstone courses in Athens, Greece (2006, 2010). He is a sought-after keynote and seminar presenter at conferences, seminars, and professional organizations.

Professor Warner has taught at universities/colleges in Washington, Minnesota, and Vancouver, B.C.. He teaches MSPM courses for City University of Seattle; teaches MSPM courses at Embry-Riddle Aeronautical University; and, teaches MBA classes for Western Washington University's College of Business and Economics. He has developed project management courses for Trinity Western University and Capilano College in Canada.

He earned the following degrees: B.S. and M.A. from the University of Minnesota; Mini-Masters Degree in Software Design and Development from St. Thomas University; Master of Divinity from United Theological Seminary of the Twin Cities; and, Ph.D. from the Iowa State University.

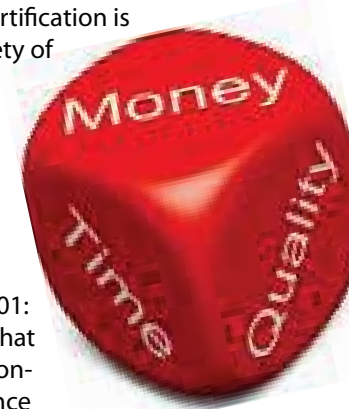
## Project Management

Your best career move may be to earn a PMP certification by taking PRISM's PMP certification preparation course. The PMP certification is required for many jobs in a variety of sectors.

"PMI's PMP credential is considered by many as the "gold standard" of global project management certification.

"This credential, which is ISO 9001: 2000 compliant, demonstrates that the holder as one who has demonstrated the knowledge, experience and leadership skills required to competently practice project management" (www.pmi.org).

Hundreds of participants have successfully completed PRISM's 30-hour PMP certification preparation course. Each quarter for the past few years, Bill has taught a PMP certification preparation course at CH2M Hill. He also has taught PMP prep courses on-site at The Boeing Company and at Fluke Precision Tools.



## Quality Management

"Quality is critical to products, services, business, and industry. Learn quality concepts, methodologies, best practices, tools, and techniques of total quality management, Six Sigma, and "Lean" in your work. Learn problem-solving and decision-making skills important to your success on the job" (www.asq.org).

Quality management will make a difference for your company and for your bottom-line. You will learn time-tested principles and methods to improve the work you do.

Other on-site, customized training available at a reasonable price for individuals and for corporations through PRISM:

- business
- project management
- quality management
- leadership
- management information systems
- certification

## Certifications



Dr. Warner is a PMI certified Project Management Professional (PMP). He is also certified by the American Society for Quality (ASQ) as a Certified Quality Manager/Organizational Excellence (CQM/OE).

