

**CMC-Canada
Project Management Course Requirements
For
CMC Candidates**

1.0 Overview

This document outlines the content requirements for accrediting Project Management (PM) Course curricula submitted by candidates who wish to pursue a CMC designation.

It also has the dual purpose of providing a baseline for proposed PM Courses, to meet the requirements, and for approving candidates applying for exemption.

Candidates with the Project Management Professional (PMP) designation are exempt.

2.0 CMC Requirements Pertaining to Project Management

CMC published requirements pertaining to project management are:

- One course in the basic principles of Project Management;
- This course will be at least two days in length; and
- Some professional designations, university degree programs, and other continuing education programs may qualify for equivalency.

3.0 Checklist

The central focus of the Project Management course is to provide a sound basis in project management methodologies, tools and disciplines. The majority of the concepts in the Initiation and Execution Phases, as described below, must be addressed by a PM course.

3.1 Initiation Phase

This phase is the most critical part of the project since it defines what you will be delivering for the client, who needs to be involved in the project, how long it will take, and how you will manage the process.

- Initiation Concept Phase:
 - Defining the project planning framework (or project charter), including:
 - Project Objectives
 - Statement of work, requirements and scope definition (what is included and excluded)
 - Work breakdown structures, or approach and key tasks to be used to complete the end products
 - Sizing the project (high level estimate of costs based on the WBS)
 - The major deliverables, milestones and interdependencies, releases
 - Responsibility matrix, including client responsibilities
 - Critical success factors
 - Project risks
 - Project management approach
 - Planning assumptions and constraints
 - Communications, training and quality approaches

- Initiation Development Phase:
 - Detailed project planning, including:
 - Refining the work breakdown structure
 - Estimating
 - Assembling the project team
 - Scheduling
 - Critical paths
 - Preparing facilities
 - Setting up project standards and procedures
 - Roles and responsibilities (project manager, project office, technical and business leads, quality assurance, technical and business operations)

3.2 Execution or Control Phase

This phase addresses what you need to do as a Project Manager to keep the project on track to achieve a successful completion.

- Topics should include:
 - Communications
 - Progress monitoring
 - Progress reporting
 - Risk management
 - Issue management (including escalation processes)
 - Change management
 - Quality management
 - Scope management, including decision and change control
 - Schedule management
 - Contract management
 - Budget management
 - The human or soft side of project management, including:
 - aligning team responsibilities,
 - managing team performance,
 - managing client expectations,
 - managing client relationship,
 - recognizing and celebrating accomplishments.

3.3 Additional Topics

The project management course could also include other topics such as:

- Procurement
- Vendor management
- The project management office

Use of the Project Management Institute's Project Management Body of Knowledge would also be an asset.