
Who Should Attend?

- Eligible candidates for the Project Management (PM) program should be currently managing, coordinating, or will soon be participating as a project manager as part of their primary job requirement.
- Participation is voluntary, dependent on approval by the candidate's State Agency and supervisor.
- Candidates for the PM program must commit to completing the entire 15-week program.
- The training program is offered at no cost and is open to Ohio government employees paid by warrant signed by the director of the Office of Budget and Management

How to Apply

Candidates for the PM program must complete the required application and receive the endorsements of her/his immediate supervisor or division/office chief and agency director or designee.

Submit an Office of Learning and Professional Development application with the required endorsements by fax or email. You will be contacted about placement in the program.

View the Project Management web site for the program application and additional information: <http://das.ohio.gov/projmgmt>

As a *registered education provider* for the Project Management Institute (PMI,) the foundations of our training program are the processes, tools, standards, and best practices established by the Project Management Institute (PMI) and published in their Project Management Body of Knowledge, PMBOK® Guide



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Class Location:

4200 Surface Road
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Project Management is a training program designed for state employees who need a practical and applied approach to learning the foundations of managing projects.

The main purpose of the program is for participants to apply the acquired knowledge to projects they are currently managing, or will to be managing.

The Project Management program is designed around seven core competency areas. Upon completion of the program, you will be able to apply the following:

Managing Your Project

Understanding and applying the knowledge, tools, and techniques that are recognized as best practices for effective project management. Demonstrate project management proficiency in three dimensions:

- **Knowledge** – what a project manager knows about the application of processes, tools, and techniques in project activities.
- **Performance** – how a project manager applies project management knowledge to meet project requirements.
- **Personal** – how a project manager behaves when performing activities in a project environment.

Working with People in Teams

Inspires, motivates, and guides others towards goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups.

Developing Self

Effectively manages personal time and work. Identifies own strengths and weaknesses, making the best of those strengths and seeking improvement on any weakness, through peer and management mentoring. Maintains current on latest project management best practices.

Personal Integrity

Increasing awareness, building skills, and modeling behaviors related to identifying potential ethical problems and conflicts of interest. Understands and follows the written and unwritten policies of the workplace in compliance with legal and established policies.

Leading Change

Acting as a change agent, exercises good judgment by making sound and well-informed decisions. Perceives the impact and implications of decisions. Makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences.

Public Service Focus

Delivers superior service to the public, internal, or external recipients, including the assessment of customer needs, providing assistance and satisfying expectations. Shows a

commitment to public service and influences others toward a spirit of service and meaningful contributions to mission accomplishment.

Systemic Integration

Utilizes project management's best practices, fundamental principles, and standards, established by the Project Management Institute, to assist customers through the implementation of new processes.

