Vets2PM®

MASTER PROJECT LEADERSHIP WORKSHOP – STUDENT GUIDE

134 5th Ave, Suite 206, Indialantic, FL 32903

"CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY"
Official Signatory: Eric A. Wright, PhD

Jozue Chaires
MPL Workshop Program Manager
Vets2PM

Dear Student

I am delighted to formally extend my congratulations on your acceptance onto the Master Project Leadership Workshop at Vets2PM.

Program Details:

Location: Fort Bliss TX

Industry: Training

Cost: $9500 (Workforce Solutions Border plex Grant)

Program Overview: Your enrollment into this exclusive program marks the beginning of an enriching journey towards becoming a Master Project Leader. Over the course of the next 10 weeks, you will gain industry-in-demand certifications such as PMP, PMI-ACP, Scrum Master, and CAPM, equipping you with the skills needed for a successful career as a Project Manager.

Program Delivery: I am pleased to inform you that the training will be conducted in a hybrid format from 9:00 AM to 4:00 PM, Monday to Friday, at the Fort Bliss Gooding Instructional Facility. This facility is specifically chosen to provide you with a conducive learning environment.

I look forward to your active participation and commitment to excellence throughout the program. If you have any questions, please feel free to contact me at jozue@vets2pm.com.

Congratulations once again, and welcome to the Master Project Leadership Workshop!

Warm regards,

Jozue Chaires
MPL Workshop Program Manager
Vets2PM
Jozue@vets2pm.com
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General Information

Vision and Mission

At the MPL Workshop, our vision is to empower military spouses and veterans with the knowledge, skills, and certifications needed to thrive in the dynamic field of project management. We envision a community of resilient, adaptive leaders who, through our comprehensive program, transform their military experience into a successful and fulfilling civilian career. By fostering a supportive and collaborative environment, we aim to bridge the gap between military service and civilian employment, ensuring our participants not only excel in their professional pursuits but also contribute significantly to their communities. The MPL Workshop aspires to be a catalyst for positive change, shaping the future of military talent by providing a pathway to excellence, leadership, and success in the diverse landscape of project management.

Overview

Welcome to the Master Project Leadership (MPL) Workshop, where we're excited to guide you through an enriching certification journey! Our unique hybrid delivery model offers a blend of in-class and remote learning, providing flexibility while maintaining an immersive educational experience.

Schedule Focus and Milestones

Week 1:

Focus: Embark on a journey of Team Building, fostering connections that will strengthen throughout the program.

Milestone: Complete MPL Workshop Course Overview, Resume Builder, Linked In Optimization, and Interview Skills Workshop segments in the Student Portal Via Vets2PM.

Week 2:

Focus: PMI-ACP ATP Content

Milestone: Complete the PMI-ACP ATP content via live instruction. Meets minimum requirements to submit an application and sit for the PMI-ACP Exam.

Optional: complete lesson modules in Vets2PM student Portal.

Week 3:

Focus: PMI-ACP Applications and hands-on practical work.

Milestone: Submit PMI-ACP Application, Application Approved, and baseline full length exam for ACP conducted.

Week 4:

Focus: PMI-ACP Exam Prep

Milestone: PMI-ACP Certification

Week 5:

Focus: Dive deep into PMP content, absorbing valuable knowledge.

Milestone: Create your PMP Application, a crucial step towards obtaining the prestigious PMP Certification.

Week 6:

Focus: Aim for Improvement in your PMP Exam scores and practical exercises to improve knowledge base in real world scenarios.

Milestone: Achieving 60% on PMP Exam Simulator

Week 7:

Focus: Reflect on your learning with a Check On Learning.

Milestone: Achieving 75% on PMP Exam Simulator.

Week 8:

Focus: PMP Certification

Milestone: Pass PMP Certification Examination

Week 9:

Focus: Career Support Services

Milestone: Ensure enrollment in all career support services, catered resume classes, and recruiter visits to improve understanding of the civilian job market and application process.

Week 10:

Focus: Showcase your achievements with Deliverables Presented for final project and formal graduation ceremony/Dinner.

Milestone: Project Closure and MPL workshop Graduation ceremony.

Hours of Operation

The administrative office is open from 0800-1700 EST Monday thru Friday.

Classes are in session Monday thru Friday between 0800-2200 EST with breaks for lunch/dinner totaling 1/HR per 8 hours session.

Holidays

Classes will not be open or held on any federal holidays to include but not limited to the following: New Year's Day, Veterans Day, Memorial Day, Thanksgiving Day, Christmas Day, etc.

Admissions

Policy Statement

Vets2PM does not discriminate regarding race, color, creed and/or religion.

Admission Requirements

Students are encouraged to review the certification requirements and prerequisites outlined by the appropriate certifying body before making any financial commitment to register for a class. Students can reach out to any Vets2PM team member for assistance with this process.

Academic Information

Graduation Requirements

A Certificate of Completion is presented to the student who has:

1. Successfully completed required lessons in the program.
2. Attended all required class hours.
3. Fulfilled all monetary obligations to the school.

Grading

Grading is Pass/Fail based on participation in and completion of required course hours.

Academic Progress

Academic progress is determined by the attendance of the student. The student will be in attendance or coordinate an acceptable workaround with the instructor or be disenrolled from the course without a refund.

Funding Sources

Veterans, active duty on CSP or SkillBridge, or military spouses who use government, state or workforce funds to complete the course must comply with the guidelines given to them by said funding source. Vets2PM's refund and attendance policy is the same for all students.

Vets2PM will retain records for all students permanently and are available by request anytime.

Rule's & Regulations

A. Attendance- Students are required to have all hours of instruction to be issued a Certificate of Completion. If a student misses any instructional hours, hours can be made up by (1) attending a live webinar (2) attending an additional onsite course (3) review of OnDemand instructional material (as available, not everything may be made up via OnDemand).

B. Tardiness- When tardy to class students will need to make up missed instruction with the same options outlined in the attendance policy.

C. Conduct- Students are always expected to conduct themselves in a professional manner. Foul language, possession of non-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the school, staff or other students will be terminated. Theft of property from the school or other students is grounds for immediate dismissal.

D. Make Up Work- Students will need to complete any make up items prior to receiving a Certificate of Completion.

Appeal/Complaint Procedures

Any student who has a grievance with the school or an instructor should discuss the problem first with the instructor or may contact Vets2PM at 888-551-4251 or https://vets2pm.com/contact/. If a resolution is not reached, the student should make a written appeal and/or complaint and submit it to the school COO, who is the appointed student complaint designee. If necessary, other students will be interviewed to determine the validity of the appeal and/or complaint. The student will receive a written response within 14 days following the receipt of the appeal and/or complaint, which shall include a summary of the institution's investigation and disposition of the appeal and/or complaint.

Clock Hour Definition

Vets2PM and the Project Management Institute (PMI) measures academic progress using the clock hour system. A Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. Vets2PM does not use quarters or semesters.

Class Cancellation Policy

Vets2PM reserves the right to cancel a course due to low enrollment or circumstances beyond its control. Every effort will be made to reschedule a canceled class or transfer enrollment to a later date without undue hardship or penalty. Students will also be offered the choice to move to a different modality and receive a refund for the difference in course cost. If the school cancels a course, the student is entitled to a refund of all monies paid.

Disclosure

The intent of the program is to seek and solidify meaningful and lucrative employment. Taking the PMP/CAPM, PMI-ACP, and Scrum Master exams are not required to be employed; however, is preferred by most employers to obtain your credentials.

Student Services

Student Services

A. Student Records are permanently retained by Vets2PM and are available by request and/or by logging in to your Student Portal.

B. Testing- Vets2PM does not administer certification exams. Student will need to schedule exam through the appropriate testing center.

C. Student Placement- student placement services are offered through Vets2PM Career Services. Placement is not guaranteed.

D. Additional Career Services- Interview Skills Workshop class and resume services are included with your course; you will have access to these services for one year from your registration date. Both services are available through your Student Portal.

Enrollment Agreement

Students will be required to sign an Enrollment Agreement upon registration found at the end of this Student Guide.

Refund Policy

Vets2PM makes every attempt to help our customers and clients reach their goals. We have found reaching the intended goal is better than a refund. However, we do realize there will be unresolvable issues. Please contact us at: https://vets2pm.com/contact/ if you need assistance. In compliance with Rule 6E-1.0032(6)(i), F.A.C. our refund policies are:

100% Refund: If notified within 3 working days from signing this agreement.

A prorated refund per clock hour will be issued for any student completing 40% or less of the course.

0% Refund: If the student attends greater than 40% of scheduled course.

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

Refunds will be issued within 30 days of the date of student notification, or date of school determination

Individual Course Descriptions

(PMXv001) Project Management Boot Camp Plus (35 Hours):

COURSE SUMMARY

This 35-hour course prepares students to pass the PMP® Exam and/or CAPM® Exam, enter the field of project management, and utilize proven project management methodologies on projects in any environment or industry.

We use parallel military and civilian project examples, analogies, and terminology to solidify understanding of how to answer behavioral-based PMI exam questions. This course fulfills the PMI requirement for 35 education contact hours.

Our training is specifically designed with the military Member, Veteran or Retiree in mind. Although most Veterans have a significant amount of project management experience from military service, the disciplined methodology used in effective civilian project management is quite different. This presents the opportunity for us to provide a unique program taught by Veterans for Veterans that ensures all the necessary connections between personal military experience and the civilian PM career field are made. The ultimate goals of this course are for you to gain the PMP® and/or CAPM® credential, increase your competitiveness for Project Manager positions, and enhance your ability to positively impact your organization's projects.

This course will help students develop:

1. The practical ability to use the *PMI Authorized PMP Exam Prep Guide* on projects and during the exam;
2. An understanding of key concepts, terms, and formulas;
3. Proven, expert exam-taking skills.

COURSE MATERIALS

Vets2PM uses the Guide to the *PMI Authorized PMP Exam Prep Guide* as our textbook. A hard copy is included with registration unless a P.O. Box is used as we cannot ship to P.O. Boxes. Students are provided with full-color student guides which are also available in a downloadable version in the Student Portal. Additionally, Vets2PM makes all our learning content available to registered students by providing lifetime access to the "Student Portal" on our website.

The following content is available in the Student Portal:

1. Links to all upcoming PMP Boot Camp webinars
2. Links to Video recordings covering all knowledge areas
3. Recorded Crash Course – a shorter boot-stomp course for cramming
4. Project Management Fundamentals
5. Knowledge areas and process groups
6. Downloadable Student Guide

PROGRAM OUTLINE

Section Number	Course Title: Project Management Boot Camp Plus	Clock Hours	Credit Hours
1A	Topic A: Build a Team	1.5	00
1B	Topic B: Define Team Ground Rules	1.5	00
1C	Topic C: Negotiate Project Agreements	1.0	00
1D	Topic D: Empower Team Members and Stakeholders	1.0	00
1E	Topic E: Train Team Members and Stakeholders	1.0	00
1F	Topic F: Engage and Support Virtual Teams	1.0	00
1G	Topic G: Build Shared Understanding About A Project	1.0	00
2A	Topic A: Determine Appropriate Project Methodology/Methods and Practices	1.0	00
2B	Topic B: Plan and Manage Scope	1.5	00
2C	Topic C: Plan and Manage Budget and Resources	1.5	00
2D	Topic D: Plan and Manage Schedule	1.0	00
2E	Topic E: Plan and Manage Quality of Products and Deliverables	1.0	00
2F	Topic F: Integrate Project Planning Activities	1.0	00
2G	Topic G: Plan and Manage Procurement	1.0	00
2H	Topic H: Establish Project Governance Structure	1.0	00
2I	Topic I: Plan and Manage Project/Phase Closure	1.0	00
3A	Topic A: Assess and Manage Risks	1.0	00
3B	Topic B: Execute Project to Deliver Business Value	1.0	00
3C	Topic C: Manage Communications	1.0	00
3D	Topic D: Engage Stakeholders	1.0	00
3E	Topic E: Create Project Artifacts	0.5	00
3F	Topic F: Manage Project Changes	0.5	00
3G	Topic G: Manage Project Issues	0.5	00
3H	Topic H: Ensure Knowledge Transfer for Project Continuity	0.5	00
4A	Topic A: Lead a Team	1.5	00
4B	Topic B: Support Team Performance	1.5	00
4C	Topic C: Address and Remove Impediments, Obstacles, and Blockers	1.0	00
4D	Topic D: Manage Conflict	1.0	00
4E	Topic E: Collaborate with Stakeholders	1.0	00
4F	Topic F: Mentor Relevant Stakeholders	1.0	00
4G	Topic G: Apply Emotional Intelligence to Promote Team Performance	1.0	00
5A	Topic A: Manage Compliance Requirements	0.5	00
5B	Topic B: Evaluate and Deliver Project Benefits and Value	0.5	00
5C	Topic C: Evaluate and Address Internal and External Business Environment Changes	0.5	00
5D	Topic D: Support Organizational Change	0.5	00
5E	Topic E: Employ Continuous Process Improvement	1.0	00
	TOTAL:	35	00

COURSE FEATURES

- PMI Accepted 35 hours of Live Campus or Live-Online instructor-led instruction
- Hard copy of *PMI Authorized PMP Exam Prep Guide*
- PMI application completion tool access and one hour course covering the how-to (each student will leave class capable and ready to submit a PMI acceptable application)
- Full color student/study guides
- Parallel military and civilian project examples
- 30-day post-class study plan
- Lifetime access to Student Portal and content
- Lifetime access to all/any monthly instructor-led, live webinar courses
- Lifetime access to recorded webinar training sessions (full course review)

- Lifetime membership to the *Vets2PM LinkedIn Alumni* networking group
- Meets PMI's requirement for 35 PDUs with a PMI-accepted Certificate of Completion

(PMAv001) PMI-ACP with Scrum Emphasis Boot Camp Plus (21 Hours):
COURSE SUMMARY
This 21-hour course prepares students to pass the PMI-ACP® Exam, enter the field of project management, and utilize proven project management methodologies on projects in agile environments or industry. This course also has a strong emphasis tied to the Scrum Framework and should enable students to pass the Professional Scrum Master exam as well®.

We use parallel military and civilian project examples, analogies, and terminology to solidify understanding of how to answer behavioral-based PMI exam questions. This course fulfills the PMI requirement for educational contact hours to sit for the PMI-ACP® Exam.

Many modern projects involve creating new things such as technology or products. Unlike building a building, these projects call for an adaptive, "agile" way of planning and delivering them, one that includes the customers' input and empowers the team to decide how to do what pieces of the project when. There is no project manager, those responsibilities and duties are shared between a Product Owner and a Project Coach in agile projects. Course attendees will learn the knowledge, skills, abilities, and lexicon necessary to coach teams and assist product owners and organizations in planning and delivering projects in an agile manner of Scrum, agile's most popular method, as well as prepare for passing PMI's PMI-ACP, the "agile" portion of the Course Title, and the PSM, the "Scrum Master" portion of the Course Title.

This course will help students develop:

1. The practical ability to use the agile methodologies on projects and during the exam;
2. An understanding of key concepts, terms;
3. Proven, expert exam-taking skills.

COURSE MATERIALS
Students are provided with full-color student guides available to download in the Student Portal. Additionally, Vets2PM makes all our learning content available to registered students by providing lifetime access to the "Student Portal" on our website.

The following content is available in the Student Portal:

1. Links to Video recordings covering all knowledge areas
2. Downloadable Student Guide

PROGRAM OUTLINE

Section Number	Course Title: Project Management Boot Camp Plus	Clock Hours	Credit Hours
1	Describe popular agile methodologies	.55	00
1	Compare & contrast project delivery methods	.55	00
1	Describe the Scrum framework	.55	00
1	Prepare and pass the PMI-ACP® & PSM® Exams	.55	00
1	Develop an agile mindset for project delivery	.55	00
2	Discuss the origins of agile	.55	00
2	Describe agile Project Management in Practice	.55	00
2	Identify the Values of agile	.55	00
2	Discuss the Manifesto of agile Software Development	.55	00
2	Identify the Principles of agile	.55	00
2	Discuss the Declaration of Interdependence	.55	00
2	Differentiate various agile methods	.55	00
3	Project Delivery Methods	.55	00
3	agile Project Management	.55	00
3	Traditional Project Management	.55	00
4	Describe Scrum	.55	00
4	Identify Scrum's Pillars	.55	00
4	Identify Scrum's Values	.55	00
4	Identify Scrum's Principles	.55	00
5	Discuss Scrum Roles	.55	00
5	Cover Scrum Events	.55	00
5	Identify Scrum Artifacts	.55	00
5	Define Empiricism	.55	00
5	Discuss and prove the Definition of Done	.55	00
6	Discuss Self-organizing Teams	.55	00
6	Cover Coaching and Mentoring	.55	00
6	Use Facilitation and Leadership Styles	.55	00
6	Define Teams	.55	00
7	Discuss Forecasting and Estimating	.55	00
7	Describe User Stories, Velocity, Release and Sprint Planning	.55	00
7	Unpack Product Value and Backlog Management	.55	00
8	Discuss Kanban, Kanban Values, Principles and Practices	.55	00
8	Discuss Kanban Board and Benefits	.55	00
8	Compare and contrast Kanban and Task Boards	.55	00
9	Describe Emergent Development, Continuous Quality, and Technical Debt	.55	00
9	Discuss agile Risk Management	.55	00
9	Compare and contrast Lean, XP, TDD, and FDD concepts	.55	
	TOTAL:	21	00

COURSE FEATURES

- PMI Accepted 21 hours of Live Campus or OnDemand instruction
- Full color downloadable student/study guide
- PMI application completion tool access and one hour course covering the how-to (each student will leave class capable and ready to submit a PMI acceptable application)
- Parallel military and civilian project examples
- 30-day post-class study plan
- Lifetime access to Student Portal and content
- Lifetime access to recorded webinar training sessions (full course review)
- Lifetime membership to the *Vets2PM LinkedIn Alumni* networking group

- Meets PMI's requirement for 21 PDUs with a PMI-accepted Certificate of Completion

Interview Skills Workshop (ISW)

The Interview Skills Workshop (ISW) is a 4.4-hour course that was developed for use with Vets2PM students. The course was created by a veteran that has coached and interviewed active duty, guard/reserve, veterans and non-veterans in both the public and private sectors. The workshop provides a comprehensive and unconditional understanding of the civilian hiring process with specific emphasis on the job interview.

COURSE MATERIALS

The video course is found in your Student Portal and there is a download "Developing your Elevator Pitch" as a prep material.

PROGRAM OUTLINE

Section Number	Course Title: Interview Skills Workshop	Clock Hours	Credit Hours
1	Part 1: Hiring Process	0.9	00
2	Part 2: Strong Resume	1.1	00
3	Part 3: Structured Interview Responses	1.1	00
4	Part 4: Game Day	1.2	00
5	Survey	0.1	00
	TOTAL:	4.4	00

COURSE FEATURES

- Downloadable slides and guides
- The complete video series pre-recorded
- Two-telephonic interviews post-class

Resume Builder Course

This course was designed for students to be able to create and refine their professional two-page resume by completing the course, lessons, and form in your Student Portal.

COURSE MATERIALS

Video course found in your Student Portal.

PROGRAM OUTLINE

Section Number	Course Title: Project Management Boot Camp Plus	Clock Hours	Credit Hours
1	Overview of the Resume Builder	.5	00
2	The Resume Builder Form	2.0	00
	TOTAL:	2.5	00

COURSE FEATURES

- Automated form to help build a professional resume

Student Agreement

This agreement ("Agreement") is entered into between the participant ("Student") and the Master Project Leadership Workshop ("MPL Workshop").

Student Responsibilities

Attendance: Students are expected to attend all scheduled sessions. Excessive absenteeism may result in dismissal from the program.

Task Completion: Students must complete all assigned tasks and coursework within the specified timelines.

Professional Conduct: Students are expected to adhere to a professional standard of behavior, treating instructors, mentors, and fellow participants with respect.

Academic Integrity: Plagiarism or any form of academic dishonesty is strictly prohibited.

Testing: Student agrees to take all examinations required for the PMP/CAPM, PMI-ACP, and PSM certifications during the MPL Workshop 10-week Cohort. Exceptions will be made on a case-by-case basis due to unforeseen circumstances. Students will report the following milestones for each certification.

- ✓ Create an account on www.vets2pm.com
- ✓ Create an account on pmi.org
- ✓ Application submission
  - a. PMP or CAPM as applicable
  - b. PMI-ACP
- ✓ Test Scheduling
  - a. PMP or CAPM as applicable (can be taken online)
  - b. PMI-ACP (can be taken online)
  - c. PSM doesn't require scheduling
- ✓ Test Results (all)
- ✓ Make up exam (if applicable)

Dismissal Criteria: The MPL Workshop reserves the right to dismiss a student under the following circumstances:

Failure to Complete Tasks: Persistent failure to complete assigned tasks and coursework.

Excessive Absenteeism: Repeated absence from scheduled sessions without valid reasons.

Behavioral Concerns: Any disruptive or disrespectful behavior towards instructors, mentors, or fellow participants.

Request for Dismissal: Students may request voluntary dismissal from the MPL Workshop by submitting a written request to the Program Manager.

Acknowledgment:

By enrolling in the MPL Workshop, the Student acknowledges that they have read, understood, and agreed to comply with the terms and conditions outlined in this Agreement and Student Guide.

Date: _____ Student Name: _____

Signature: _____

Please note that the MPL Workshop reserves the right to modify this Agreement as needed. Participants will be informed of any changes in a timely manner.