

# Postgraduate Certificate

## Project Scope and Schedule





## Postgraduate Certificate Project Scope and Schedule

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Credits: 6 ECTS
- » Schedule: at your own pace
- » Exams: online
- » Target Group: The program is of special interest to all professionals related to Design, Strategic Planning or project execution, in any of the Engineering fields, consulting, research, or the daily operations of companies. The type of companies or the industry to which they may belong is very varied, since project management is not exclusive to any industry

Website: [www.techitute.com/us/school-of-business/postgraduate-certificate/project-scope-schedule](http://www.techitute.com/us/school-of-business/postgraduate-certificate/project-scope-schedule)

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# 01 Welcome

Determining the scope of a project is the basis for starting its planning, since, without delimiting what aspects and tasks it will include, it is difficult to achieve successful results. This aspect is closely related to the schedule, since, for an idea to achieve its objectives, everything must be programmed to the millimeter. This TECH Global University program aims to provide Project Managers with specialized knowledge in both subjects, which will allow them to access the elite of the profession through the development of specific skills and abilities with which to manage the most competitive projects.



Postgraduate Certificate in Project Scope and Schedule.  
TECH Global University



“

*The figure of the upright, inflexible and authoritarian manager has become obsolete. A new profile has emerged, one that is much more in line with new trends and stands out for being technologically savvy, practicing active listening and being self-critical of their work"*

02

# Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class centre for intensive managerial skills training.



“

*TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"*

## At TECH Global University



### Innovation

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

**95%** | of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

**100,000+**  
executives trained each year

**200+**  
different nationalities



### Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

**500+** | collaborative agreements with leading companies



### Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.





TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### Analysis

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TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Academic Excellence

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TECH offers students the best online learning methodology. The university combines the Relearning method (a postgraduate learning methodology with the highest international rating) with the Case Study. A complex balance between tradition and state-of-the-art, within the context of the most demanding academic itinerary.



### Economy of Scale

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TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a groundbreaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



### Learn with the best

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In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



*At TECH, you will have access to the most rigorous and up-to-date case studies in the academic community"*

03

# Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

*We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you training of the highest academic level"*

This program will provide students with a multitude of professional and personal advantages, particularly the following:

**01**

### A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

*70% of participants achieve positive career development in less than 2 years.*

**02**

### Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

*Our global vision of companies will improve your strategic vision.*

**03**

### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

*You will work on more than 100 real senior management cases.*

**04**

### Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

*45% of graduates are promoted internally.*

05

### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

*You will find a network of contacts that will be instrumental for professional development.*

06

### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

*20% of our students develop their own business idea.*

07

### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

*Improve your communication and leadership skills and enhance your career.*

08

### Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Global University community.

*We give you the opportunity to train with a team of world renowned teachers.*

# 04 Objectives

This program is designed to strengthen the managerial and leadership skills of business professionals who hold positions of responsibility as project managers. In this way, they will be able to control the scope of their initiative, as well as determine the duration of each phase of its implementation. As a result, at the end of the qualification, they will be qualified to perform tasks of responsibility in the project development departments of any company, globally.



“

*Thanks to this program, you will be able to apply the right strategies to control the duration of your projects"*

TECH makes the goals of their students their own goals too.  
Working together to achieve them.

The Postgraduate Certificate in Project Scope and Schedule will enable students to:

01

Improve the capacity to develop project implementation strategies

02

Learn to negotiate with clients

03

Learn to have a global vision of the project, understanding each phase of the project







04

Improve time management and determine the exact duration of each project

05

Learn to prioritize and/or delegate tasks to improve and streamline processes

06

Plan all the phases of a project, as well as estimate the time that each one will require for its development

05

# Structure and Content

The Postgraduate Certificate in Project Scope and Schedule is a program aimed at improving the skills of business professionals who work or wish to develop in the field of Project Management. Therefore, through 10 topics, they will be able to learn everything related to the planning and management of a project, achieving a superior specialization that will be fundamental to achieve success in their work.



“

*If you want your projects to achieve business success, don't miss the opportunity to study this program"*

## Syllabus

All areas of project management are fundamental, but the one that undoubtedly serves as the foundation for all of them is scope management, since it will lay the foundations that will ensure the success or failure of the project. Additionally, one of the most critical and relevant points within the methodology of an initiative of this type is to know how to calculate and predict how much time the tasks will need to be executed.

The aim of this program is to delimit all these types of actions that are necessary for the successful development of a project, so that the professionals acquire specialized knowledge that they are able to put into practice in their daily work, achieving a precise execution of the project and the coordination and management of all the aspects related to this field.

To this end, students are offered a completely up-to-date syllabus, which includes the most relevant concepts and theories on the scope and schedule of a project. Furthermore, the theoretical learning is supported by multiple practical exercises, so that the student will be able, through the realization of simulated cases, to enter a sector of absolute necessity for their professional development, acquiring the necessary knowledge to reach the elite in their work.

The program is offered in a 100% online format, which allows students to self-manage their time and balance their learning with the rest of their daily obligations, whether personal or professional.

The Postgraduate Certificate is developed over 6 weeks and is divided into 1 module:

### Module 1

### Project Scope and Schedule



### Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Certificate in Project Scope and Schedule completely online. Over the course of 6 weeks, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

*A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.*

Module 1. Project Scope and Schedule

1.1. Program and Project Portfolio Management	1.2. Project Scope Management	1.3. Requirements Gathering and Scope Definition	1.4. Breakdown of Project Objective into Activities (WBS)
1.5. Validate and Control the Scope	1.6. Strategic Time Planning in Project Management	1.7. Project Life Cycle	1.8. Efficient Time and Deadline Planning
1.9. Task Estimation Tools	1.10. Schedule Execution and Control		



*Managing the scope and schedule of your project will help you meet the deadlines for the delivery of your work"*



# 06

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.**

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

“

*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world”*



*This program prepares you to face business challenges in uncertain environments and achieve business success.*



*Our program prepares you to face new challenges in uncertain environments and achieve success in your career.*

### A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

“

*You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments”*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



07

# Our Students' Profiles

The Postgraduate Certificate in Project Scope and Schedule is a program aimed at professionals related to the management function, business development and business activity in general, who want to update their knowledge, discover new ways to manage this activity and advance in their professional career.







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*Your expertise in this field will be critical to achieving the goals envisioned by your organization"*

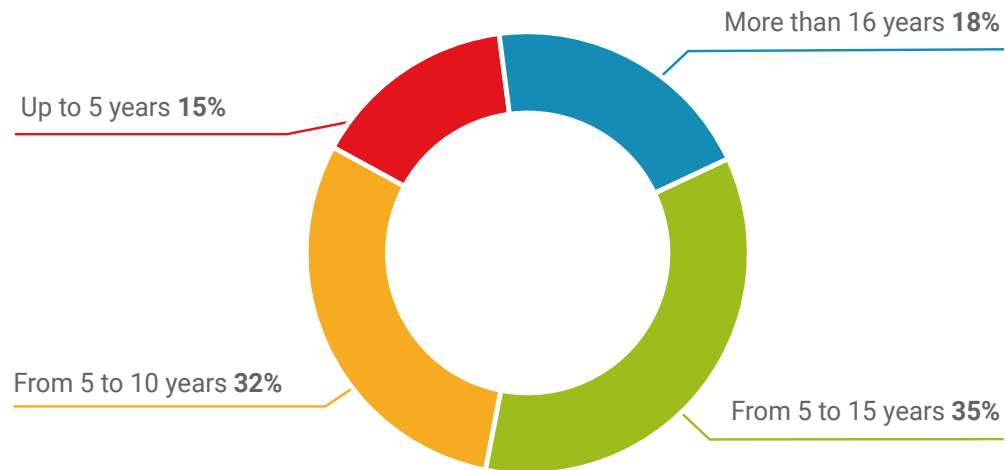
### Average Age

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Between **35** and **45** years old

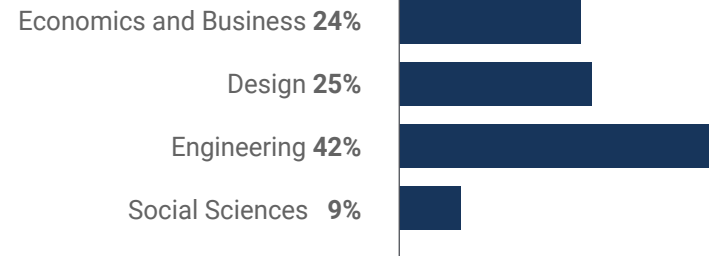
### Years of Experience

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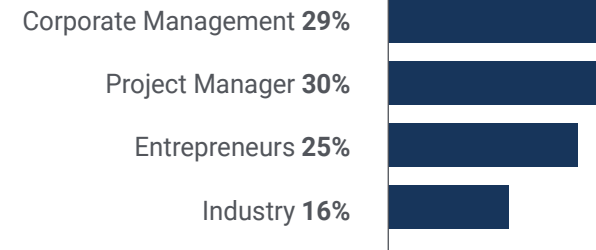
### Training

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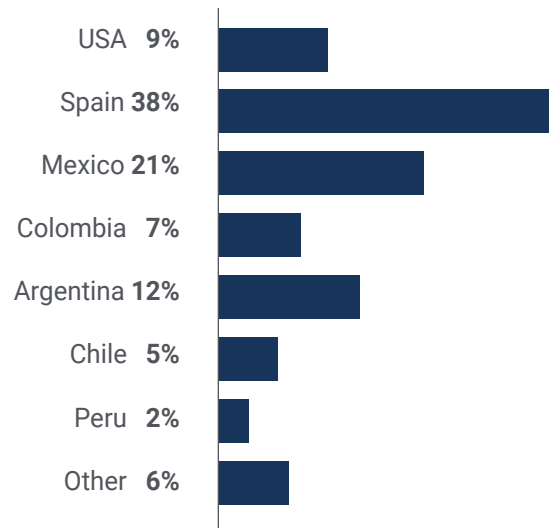
### Academic Profile

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## Geographical Distribution

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## Luis Sánchez Ortiz

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Project Manager

*"Acquiring the precise skills to determine the scope and schedule of each of the projects I coordinate in my company has been the great contribution of this program. Without a doubt, I had wanted to specialize in this field for a long time and, thanks to TECH, I have succeeded"*

08

# Course Management

TECH has brought together a large teaching team that has selected the most up-to-date information available to prepare this comprehensive program. A Postgraduate Certificate that will mark a before and after in the training of students in the field of energy sources in organizations, since it will allow them to learn about those that are less polluting and that, therefore, can be put into practice more safely in their businesses.





“

*The best teachers are in the best university, so do not think twice and enroll in this Postgraduate Certificate”*

## International Guest Director

Considered a pioneer in solving complex business problems, Matthew Seitz is a highly regarded Systems Analyst. In addition, he is specialized in the field of Business Administration, with a focus based on Marketing. He has more than 25 years of professional experience, where he has been part of international reference institutions such as Google, Kellogg's or Abbot Laboratories. Most of his career has been focused on optimizing online presence and increasing sales conversions through advanced SEM strategies.

In his commitment to provide services of excellence, he remains at the forefront of areas such as Digital Marketing, Data Analytics, Retail or Business Strategies. Among its main achievements, it stands out having implemented both a strategy and an operating model based on Artificial Intelligence to automate repetitive operational processes and offer personalized product recommendations. In this way, he has been able to significantly accelerate revenue growth on an XXB dollar database.

He combines this work with his role as a C-Level Executive Advisor. In this way, he uses his solid knowledge in relevant subjects such as Marketing, Data Analysis, Financial Valuation and Measurement to help leaders make strategic and informed decisions. In this regard, he specializes in the innovative omni-channel methodology, aimed at maximizing traffic and sales in eCommerce. Thanks to this, customers enjoy a seamless and uniform shopping experience, regardless of whether they purchase goods or services from a physical store or via a website or mobile app. In addition, they can access customer service at any time, without being limited by the store's opening hours.



## Mr. Seitz, Matthew

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- Director of Retail Search and Sales Performance at Google in California, United States
- Program Manager and Social Media Analyst at Abbott Laboratories, Chicago, United States
- Senior Project Manager at McDonald's, United States
- Project Consultant at Crowe Chizek in Chicago, United States
- Master in Business Administration (MBA) with a specialization in Digital Marketing, Northwest University.
- B.S. in Systems Analysis from University of Miami

“

*Thanks to TECH, you will be able to learn with the best professionals in the world”*

## Management



### D. Pampliega, Carlos

- ◆ Architect specializing in Project and Risk Management
- ◆ Certified Project Management Professional (PMP)
- ◆ Professional Scrum Master's Degree certified by Scrum.org
- ◆ Active member of PMI-Madrid Spain Chapter. Since 2013
- ◆ Director of PMI Castilla y León Branch, the delegation in Castilla y León. 2013
- ◆ He regularly participates as a speaker in presentations and courses, as well as in congresses organized by PMI
- ◆ Consultant and Trainer in Project Management at different universities and business schools
- ◆ Member of the Editorial Board of the scientific journal Building & Management
- ◆ Member of the PMO Global Alliance Awards PMO Judges Committee

## Professors

### Dr. Roji Ferrari, Salvador

- ◆ Vice-Dean of International Relations, Faculty of Economics and Business Studies, Complutense University of Madrid
- ◆ PhD in Accounting and Finance, at the Complutense University of Madrid. 1997.
- ◆ Degree in Journalism, Complutense University of Madrid, 1971-1977
- ◆ Master's Degree of Science in Finance, University of Maryland & Baltimore 1990
- ◆ Master's Degree of Business Administration (MBA), University of Maryland & Baltimore, 1989
- ◆ Professor of the Faculty of Economics and Business Administration, Department of Financial Administration and Accounting. Since 1994
- ◆ He has published 6 books on finance and business economics, as well as a multitude of articles and chapters on both divulgation and research





09

# Impact on Your Career

The completion of this Postgraduate Certificate in Project Scope and Schedule of TECH Global University is a unique opportunity for business professionals who wish to access positions of greater responsibility, such as Project Managers of large companies. It is, undoubtedly, the perfect opportunity to achieve that training that will give a boost to their careers, through higher qualifications and up-to-date knowledge.





“

*TECH puts all its resources at your disposal to help you achieve your professional goals”*

### Are you ready to take the leap? Excellent professional development awaits you.

TECH Global University's Postgraduate Certificate in Project Scope and Schedule is an intensive program that prepares students to face challenges and business decisions in the field of integrated project management. The main objective is to promote personal and professional growth. Helping students achieve success.

A highly academic program aimed at improving students' skills.

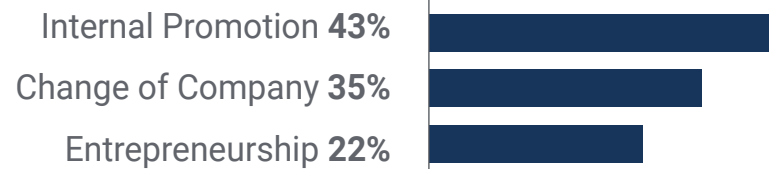
*Achieve a position as department manager and improve your working conditions in a short period of time.*

*This program will provide you with the keys to access multiple job offers.*

#### When the change occurs



#### Type of change



## Salary increase

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This program represents a salary increase of more than **25.22%** for our students.



10

# Benefits for Your Company

Carrying out a program of these characteristics is a great challenge for the students, since they need to make a great investment in different areas. But, the end result makes it worth it. Not only on a personal level, developing skills that can be applied in their daily practice, but also professionally, as they are better able to access positions of greater responsibility. It will also be a great opportunity for the companies in which they work, since they will be able to apply a series of resources that will be essential to improve production processes.



“

*Properly managing the scope and schedule of projects will give clients greater confidence in your company"*

Developing and retaining talent in companies is the best long-term investment.

01

### Intellectual Capital and Talent Growth

The executive will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.

---

02

### Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company.

03

### Building agents of change

The student will be able to make decisions in times of uncertainty and crisis, helping the organization to overcome obstacles.

---

04

### Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy.





05

### **Project Development**

The professional will be work on a current project or develop new projects in the field of R&D or Business Development within their company.

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06

### **Increased Competitiveness**

This program will equip students with the skills to take on new challenges and drive the organization forward.

# 11 Certificate

The Postgraduate Certificate in Project Scope and Schedule guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.





“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This program will allow you to obtain your **Postgraduate Certificate in Project Scope and Schedule** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Project Scope and Schedule**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**



\*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH Global University will make the necessary arrangements to obtain it, at an additional cost.



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