

*Critical skills  
for any industry*



# **Business Analysis**

*Updated program!*

# **Project Management**

**Summer 2009**

[www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business)

**UC DAVIS  
EXTENSION**  
**BUSINESS AND  
MANAGEMENT**



CONTINUING AND PROFESSIONAL EDUCATION

# Online Learning Business Analysis Courses and Certificate Program

Business analysts serve a critical function in helping organizations improve operational efficiency and profitability. Responding to the rising need for well-trained analysts in the public and private sector, UC Davis Extension offers this *Certificate Program in Business Analysis*.

Learn to identify needs and create solutions that move your organization forward. Acquire the skills to elicit, analyze, communicate and validate requirements for developing structures that really work. Understand how to translate functional requirements into technical specifications. Develop strategies for gaining stakeholder support.

The curriculum is endorsed by the International Institute of Business Analysis, an international association whose vision has led to the development of standards for the practice of business analysis and the certification of practitioners (see [www.theiiba.org](http://www.theiiba.org) for more details).

## Program objectives

- Explore the fundamental concepts and theory of business analysis
- Learn to identify business opportunities and design solutions
- Achieve optimum results from your project investments
- Develop strategies used for gaining stakeholder approval when designing and implementing business solutions
- Learn to assess your business solutions
- Prepare for the Certified Business Analysis Professional Certification Examination

## Who should attend

This program is designed for business analysts, government analysts, quality assurance analysts, systems analysts, business system planners, project managers, product marketers and others engaged in the improvement of products and processes.

*“The UC Davis Extension Business Analysis Program has been instrumental in expanding my understanding of software development, the development lifecycle and the management of projects. Since my enrollment, I have been able to implement better change control and project tracking in my office and on my team.”*

— Geoff Lilley, Pearson

BUSINESS ANALYSIS CERTIFICATE PROGRAM • QUARTERLY SCHEDULE OF COURSES						
REQUIRED COURSES (14 units)	UNITS	F	W	SP	SU	
Fundamentals of Business Analysis	2.5	▲	▲	▲	▲	
Enterprise Analysis	2	▲	▲	▲	▲	
Requirements Elicitation	2	▲	▲	▲	▲	
Requirements Planning and Management	2.5	▲	▲	▲	▲	
Requirements Analysis, Documentation and Communications	3	▲	▲	▲	▲	
Solution Assessment and Validation	2	▲	▲	▲	▲	
ELECTIVE COURSES (3 units)						
Systems Design, Implementation and Support for Today's Business Systems	2	▲	▲	▲	▲	
Fundamentals of Project Management	2	●	●	●	▲	
Project Integration and Scope Management	2.5	●	●	●	▲	
Any two courses (each 1.5 units or more) in Business & Management may apply.						
▲ Online Learning format		● Classroom and Online Learning formats				

Schedules are subject to change. Check our website for the latest schedule and course information:

[www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business) or call (800) 752-0881.

F=Fall W=Winter SP=Spring SU=Summer

**Complete your entire certificate online!**

*This program is approved by:*



# Summer 2009 Business Analysis Courses

You may take these courses individually or as part of the *Business Analysis Certificate Program*. You may enroll in an online course anytime until July 6 unless otherwise stated. Passwords will be issued starting June 22. You must complete the course by Sept. 4. Technical requirements: A current email account and access to the Web using an Internet browser.

Groups of three or more and IIBA and PMI members receive a special discount.

## Fundamentals of Business Analysis

2.5 quarter units academic credit, X433.1.

25 hours PDU credit.

25 hours CDU credit.

IIBA™ program ID number is E068-002.

Explore the fundamentals of business analysis using the International Institute of Business Analysis's® (IIBA®) Business Analysis Body of Knowledge (BABOK®). Learn the techniques, methodologies and core competencies required of effective business analysts.

- **\$685** (\$735 if postmarked after 06/22/2009). **Enroll in section 091BBA101.**

## Enterprise Analysis

2 quarter units academic credit, X433.2.

20 hours CDU credit.

IIBA™ program ID number is E068-001.

Examine the pre-project and early project activities necessary to develop effective solutions. Learn to conduct an investigative feasibility study; create and maintain a project's architecture; and determine the scope of a project.

- **\$670** (\$720 if postmarked after 06/22/2009). **Enroll in section 091BBA102.**

## Requirements Elicitation

2 quarter units academic credit, X433.4.

20 hours CDU credit.

IIBA™ program ID number is E068-004.

Explore the most effective techniques for figuring out, or eliciting, project requirements and the steps involved with each technique. Examine the most worthwhile techniques such as brainstorming, document analysis, focus groups, interviewing, observation, prototyping, workshops, reverse engineering, and the best uses of surveys and questionnaires.

- **\$670** (\$720 if postmarked after 06/22/2009). **Enroll in section 091BBA103.**

## Requirements Planning and Management

2.5 quarter units academic credit, X433.3.

25 hours CDU credit.

IIBA™ program ID number is E068-005.

Learn to define the resources and tasks associated with the planning and management of requirements gathering activities during the requirements process. Gain a better understanding of team and individual roles in managing a requirements definition project; how to develop an initial risk profile; and how to identify planning options and considerations.

- **\$685** (\$735 if postmarked after 06/22/2009). **Enroll in section 091BBA104.**

## Requirements Analysis, Documentation and Communications

3 quarter units academic credit, X433.5.

30 hours CDU credit.

IIBA™ program ID number is E068-003.

Explore current best practices for analyzing, documenting and communicating business requirements through modeling techniques. Find out how to develop a detailed set of requirements appropriate to the formulation of business solutions.

- **\$720** (\$770 if postmarked after 06/22/2009). **Enroll in section 091BBA105.**

## Solution Assessment and Validation

2 quarter units academic credit, X433.6.

20 hours CDU credit.

IIBA™ program ID number is E068-006.

Learn to facilitate the selection of a solution; develop alternate solutions; ensure the usability of the solution; and support the quality assurance process and the implementation of the solution. Increase your ability to assist your technology team with its deliverables and help to build usability into application software.

- **\$670** (\$720 if postmarked after 06/22/2009). **Enroll in section 091BBA106.**

## Electives

### Systems Design, Implementation and Support for Today's Business Systems

IIBA™ program ID number is E068-007.

- Enroll now through July 6 and complete by Sept. 4. Passwords will be issued starting June 22.
- \$720 (\$770 if postmarked after 06/22/2009). Enroll in section 091BBA623.

**NEW!**

### Fundamentals of Project Management

Enroll now through July 6 and complete by Sept. 4. Passwords will be issued starting June 22.

- \$670 (\$720 if postmarked after 06/22/2009). Enroll in section 091PRJ500.

and

- Enroll now through July 20 and complete by Sept. 4. Passwords will be issued starting July 6.
- \$670 (\$720 if postmarked after 07/06/2009). Enroll in section 091PRJ550.

### Project Integration and Scope Management

- Enroll now through July 6 and complete by Sept. 4. Passwords will be issued starting June 22.
- \$685 (\$735 if postmarked after 06/22/2009). Enroll in section 091PRJ501.

**ENROLL**

[www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business)

**ONLINE**

## Programs that Provide In-Depth Tools, Techniques and Strategies to Advance Careers

- Accounting
- Conflict Resolution
- Construction Management
- Energy Resource Management
- Human Resource Management
- Labor-Management Relations
- Marketing and Public Relations
- Paralegal Studies
- Personal Financial Planning
- Sports Marketing

For more information, call (530) 757-8895, email [businessinfo@unexmail.ucdavis.edu](mailto:businessinfo@unexmail.ucdavis.edu) or visit our website.

[www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business)

## What is an online course?

An online course utilizes the Internet as a means of creating a learning environment outside of the traditional classroom. The lectures and discussions will take place on our Online Learning Campus website. You will be able to access your course lectures (text-based) and communicate with your classmates and instructors through the use of a discussion forum (message board). Online courses follow a classroom structure paced at one lesson a week. You can access your course website anytime and from any

place you have access to the Internet. In addition, you are also assured that you're getting the same UC-quality education that you receive from any of the regular UC Davis Extension courses.

For answers to the most Frequently Asked Questions about online learning, please visit [www.extension.ucdavis.edu/dl](http://www.extension.ucdavis.edu/dl).

For more information about technical requirements for online courses, visit [www.extension.ucdavis.edu/dl](http://www.extension.ucdavis.edu/dl).

**UPDATED!**

# Project Management Courses and Certificate Program

Effective project management involves meeting deadlines, staying within budget, coordinating diverse groups of people and tasks, solving problems and achieving results. The UC Davis Extension *Project Management Certificate Program* is designed to give professionals the tools needed to successfully manage any type of project—regardless of scope or industry. Whether you manage multiple information technology projects or a single public relations campaign, this program enables you to manage projects more efficiently and effectively. All instructors are working professionals and experts in their fields who bring real world application of project management to their classes. Our in-depth courses are offered conveniently online or in the classroom in Sacramento.

Based upon the industry standard, *Guide to the Project Management Body of Knowledge (PMBOK®)*, 4th ed., developed by the Project Management Institute (PMI®), [www.pmi.org](http://www.pmi.org), the curriculum covers in-depth the essential elements of initiating and completing a successful project, including the development of interpersonal skills to conduct work in the team environment inherent to modern projects. UC Davis Extension's project management courses meet the educational requirements for the PMP® Certificate Examination.

## Program objectives

- Prepare for the Project Management Institute's Project Management Professional Certification Examination
- Understand the fundamental concepts and theory of project management
- Analyze projects for cost, time, scope, risk and quality
- Understand how to utilize the control elements common to all projects for maximum results
- Apply quality management methods to effectively organize staff and lead a successful project team

## Who should attend

- People who want to take the Project Management Institute's (PMP®) Project Management Professional Certification Examination
- Professionals planning, managing and controlling projects within an organization
- Anyone interested in a career in project management
- Those interested in learning the latest project management tools and methodologies
- Managers who need to fine-tune and formalize their project management skills
- Anyone managing multiple tasks

**This program is approved by:**



***“The Project Integration and Scope Management course is invaluable. It provides a framework for thinking in a structured way about all aspects of a problem, event or project and managing the approach and solution.”***

~ Ellen Moratti

## CERTIFICATE PROGRAM IN PROJECT MANAGEMENT • QUARTERLY SCHEDULE OF COURSES

REQUIRED COURSES (20.5 units)	Units	F	W	SP	SU
Fundamentals of Project Management	2	●	●	●	▲
Project Integration and Scope Management	2.5	●	●	●	▲
Project Time Management	2	●	▲	▲	▲
Project Cost Management	2	▲	●	▲	▲
Project Quality Management	2.5	▲	▲	●	▲
Project Communications and Human Resource Management	3	●	▲	▲	▲
Project Risk Management	1.5	●	▲	▲	▲
Project Procurement Management	2	▲	●	▲	▲
Advanced Project Management Topics	2.5	▲	▲	●	▲

▲ Online Learning format ● Classroom and Online Learning formats

There are no electives in this program.

Schedules are subject to change. Check our website for the latest schedule and course information: [www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business) or call (800) 752-0881. F=Fall W=Winter SP=Spring SU=Summer

**Complete your entire certificate online!**

Courses are listed in the order in which they should be taken.

**NEW!**

### **Fundamentals of Project Management**

2 quarter units academic credit, X455.30.  
20 hours PDU credit.

Explore the nine project management knowledge areas: project integration, scope, time, cost, quality, human resources, communication, risk and procurement management. Learn the basic characteristics of projects and project management, with emphasis on the five process groups of initiating, planning, executing, controlling and closing. Explore the key areas of expertise.

**UPDATED!**

### **Project Integration and Scope Management**

2.5 quarter units academic credit, X455.31.  
25 hours PDU credit.

Build on your knowledge of the project management framework and processes. Explore in depth the processes and activities required to define and coordinate the projects within the project process groups. Examine the processes that ensure all the work, and only the work, required for successful project completion is included within the scope of your projects.

**NEW!**

### **Project Time Management**

2 quarter units academic credit, X455.34.  
20 hours PDU credit.

Examine time management processes so your projects deliver on time and perform as expected. Explore activity breakdown, estimation, sequencing and scheduling. Learn to develop realistic project schedules and how to efficiently complete projects within a projected time frame.

### **Project Quality Management**

2.5 quarter units academic credit, X455.26.  
25 PDU hours.

Enhance your skills to monitor projects so that they meet their intended goals. Examine the critical components of project quality: planning, control, assurance and improvement. Learn about the business and the technical aspects of project quality management, including determining which assets and resources are needed to launch a new program or revitalize existing ones.

### **Project Communications and Human Resource Management**

3 quarter units academic credit, X455.16.  
30 PDU hours.

Develop the skills needed to establish clear project roles and responsibilities, establish rules of engagement, and exercise influence within the existing power structure using appropriate leadership styles.

### **Project Risk Management**

1.5 quarter units academic credit, X455.27.  
15 PDU hours.

Learn how to approach and plan the risk management activities for your projects by developing the knowledge to determine what risks might affect a project and to perform quality analyses for risk. Examine methods for measuring the probability and consequences of risk, and develop procedures and techniques to enhance opportunities and reduce threats from risk. Learn also how to monitor residual risk.

### **Project Procurement Management**

2 quarter units academic credit, X455.22.  
20 PDU hours.

Explore the procurement of goods and services for your projects and contract administration throughout the lifecycle of your project. Emphasis is on the PMBOK® Guide six-step procurement process: plan purchases and acquisitions, plan contracting, request seller responses, select sellers, contract administration and contract closure.

### **Advanced Project Management Topics**

2.5 quarter units academic credit, X455.28.  
25 PDU hours.

Build upon and extend your knowledge of the concepts and practices already learned and acquire the ability to successfully manage more challenging projects and to achieve reliability and consistency in project results. If you're already a good project manager, but strive to be better, explore project management within the framework of more complex project environments.

*“Having public- and private-sector practitioners with many years of practical experience in project management as instructors, this program provided me with pragmatic skills, tools and techniques. These courses have helped me play a role in the design, development and operation of meaningful projects.”*

—Lawrence H. Cook,  
project planning analyst

# Current Courses

## SUMMER ONLINE LEARNING COURSES

You may take these courses individually or as part of the *Project Management Certificate Program*. You may enroll in these online courses anytime until July 6 unless otherwise stated. Passwords will be issued starting June 22. You must complete the course by Sept. 4. Technical requirements: A current email account and access to the Web using an Internet browser.

Groups of three or more and PMI members receive a special discount.

### Fundamentals of Project Management

- \$670 (\$720 if postmarked after 06/22/2009). Enroll in section 091PRJ500.

*and*

- You may enroll anytime until July 20. Passwords will be issued starting July 6. You must complete the course by Sept 4.
- \$670 (\$720 if postmarked after 07/06/2009). Enroll in section 091PRJ550.

### Project Integration and Scope Management

- \$685 (\$735 if postmarked after 06/22/2009). Enroll in section 091PRJ501.

**NEW!**

### Project Time Management

- \$670 (\$720 if postmarked after 06/22/2009). Enroll in section 091PRJ502.

*Please visit our website for textbook information or to enroll.*

[www.extension.ucdavis.edu](http://www.extension.ucdavis.edu)

### Project Quality Management

- \$685 (\$735 if postmarked after 06/22/2009). Enroll in section 091PRJ504.

### Project Communications and Human Resource Management

- \$720 (\$770 if postmarked after 06/22/2009). Enroll in section 091PRJ505.

### Project Risk Management

- \$625 (\$675 if postmarked after 06/22/2009). Enroll in section 091PRJ506.

### Project Procurement Management

- \$670 (\$720 if postmarked after 06/22/2009). Enroll in section 091PRJ507.

### Advanced Project Management Topics

- \$685 (\$735 if postmarked after 06/22/2009). Enroll in section 091PRJ508.

## 🔄 FREE INFORMATION SESSION

**UPDATED!**

### Certificate Program in Project Management

We have updated our *Project Management Certificate Program* to reflect the most recent changes to the Project Management Institute's *A Guide to the Project Management Body of Knowledge® (PMBOK®)*.

UC Davis Extension's certificate program provides professionals with the knowledge to successfully manage any type of project—regardless of scope or industry. Please plan to attend and meet with our faculty and staff to learn about the latest updates to our certificate requirements as well as industry trends and career opportunities. Find out about the convenience of our various delivery formats and answers to the most frequently asked questions.

UC Davis Extension is a Project Management Institute® Registered Educational Provider.

### RESERVE YOUR SEAT TODAY!

1 meeting.

Aug. 12: Wednesday, 5:30-7 p.m.

Sacramento: Sutter Square Galleria,  
2901 K St.

No Charge. Enroll in section 091OPE500.

# ENROLLING IS EASY!

**BY MAIL** complete this form and send it to the Registration Office, UC Davis Extension, University of California, 1333 Research Park Drive, Davis, CA 95618-4852.

**BY PHONE** call toll free (800) 752-0881. From Davis or Woodland call 757-8777.  
Please have your Visa, MasterCard, American Express or Discover account number handy.

**BY FAX** to (530) 757-8558. If you are enrolling with a company purchase order, please fax a completed enrollment form along with a copy of the purchase order. For security purposes we can no longer accept credit card payments via fax.  
**IN PERSON** at our Registration Office, 8:30 a.m.-4:30 p.m., 1333 Research Park Drive, Davis.  
**ONLINE** at [www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business).

**1. Yes!** Please enroll me in the following courses:

Title _____	Section number _____	\$ _____	Fee _____
Title _____	Section number _____	\$ _____	Fee _____

NO, I can't enroll at this time, but please send me information about future courses.

## 2. Customer information:

Mr.  Mrs.  Ms.

Name \_\_\_\_\_

Current position/job title \_\_\_\_\_

Social Security number\* \_\_\_\_\_

**IMPORTANT:** Where would you like to receive mail?  work  home (Please fill in all blanks below.)

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Employer name \_\_\_\_\_

( ) ( ) ( ) Evening telephone \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Email \_\_\_\_\_ If you do not wish to receive periodic email about UC Davis Extension courses and programs in your area of interest, please check this box .

Please add [info@unexmail.ucdavis.edu](mailto:info@unexmail.ucdavis.edu) to your address book or safe list to ensure that our email messages are delivered properly.

\*UC Davis Extension is required by federal law to report your Social Security Number (SSN) and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997. UC Davis Extension also will use the SSN you provide to verify your identity. SSN disclosure is mandatory. This notification is provided to you as required by the Federal Privacy Act of 1974.

## 3. Payment information:

- Enclosed is a check payable to UC Regents.
- Enclosed is a company purchase order (a complete enrollment form, or all information requested on the enrollment form, must be included with purchase orders).
- Please charge Visa/MasterCard/American Express/Discover:

Account number \_\_\_\_\_ Expires \_\_\_\_\_

Name of cardholder \_\_\_\_\_ Authorized signature \_\_\_\_\_ 091185

Credit card verification number: \_\_\_\_\_. The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front of the card).

## 4. Important!

Key code: \_\_\_\_\_

For efficient processing of your enrollment, please fill in this code as it appears on your mailing label, whether or not it is addressed to you. If you enroll by phone, please be prepared to provide this code to your customer service representative. Also include it on all purchase orders.

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Key Code

0 9 1 1 8 5 - Y Y