

TRAINING CATALOG

VOLUME 9 - 2009-2010

MPROi LLC
31393 W. 13 Mile Road, Suite105
Farmington Hills, Michigan 48334
(248) 982- 5954
www.MPROi.com

A Commitment to Improve Project Management skills



MPROi is certified by MMBDC – (Michigan Minority Business Development Council).



We Improve Your Management Skills

MPROi, is a network of Project Management professionals providing a comprehensive set of **services** in the areas of **Enterprise Project Management**, PMO, Business Process Development, IT Audits, Infrastructure Management, **Applications Development**, and **Industry standards Training**.

MPROi is an approved “Global registered education provider of PMI®.” We have conducted several corporate and public training programs in PMI® PMP exam prep, ITIL Foundation exam prep, OPM3, Six Sigma, Business Analysis, Microsoft products –MS Projects, EPM, Project Server, Portfolio Management and ERP-SAP. “We practice what we preach;” as that helps our students understand the concepts faster and easier to pass exams and also to apply them on real time projects.

Message from MPROi Team

We invite you to join MPROi, a global network of 100s of professional students who have successfully completed the journey of learning and accomplishment. As a student at MPROi, you will receive a professional education in the field of Project management and IT Infrastructure management and we guarantee that we deliver the course contents as mentioned in the catalog and course material. Our Instructors are certified and are engaged in professional services in their respective field. We prepare you for employment upon successful completion of our training programs and assist you in preparing a professional resume, mock Interviews, leads to apply for jobs etc...

We are committed to improving project management and infrastructure management skills. Our professional training programs include but not limited to PMI®-PMP exam prep, ITIL Foundation Exam prep, Six Sigma, PMI®-OPM3, SAP-FI/CO, PMO, CMMI, and other such Industry standard programs. Please contact us to assist you in designing a suitable program for you based on your qualification and work experience.

Wishing you all the very best and success, *MPROi TEAM*

MPROi Goals and Objectives

Goals: To provide and improve Project Management skills through innovative methods and techniques.

Objectives: To introduce best practices and standards through professional training.
To implement a process of “continuous improvement” in the field of “Project Management” that would help and assist Project Professionals to successfully complete their assignments of State, Federal or any other National or International Organization.





We Improve Your Management Skills

School owner

The School is owned and operated by MPROi LLC.

Management Team

President/Director

Hemanth Kumar Murthy PMP, ITIL

*Bachelors Science,
Diploma In Business Management*

Finance & Administration

Chitra Hemanth

M.A. Sociology

Manager Training Programs

Kajarai De

(Bachelors Arts, Associate degree in MIS)

Tariq Murtaza

(MSITS, MBA, PMP,ITIL, MCP)

Instructors

Instructors	Approved Subject Matters
Hemanth Kumar Murthy PMP,ITIL	Project Management, ITIL, OPM3, PMO, CMMI,
Paul Moulder ITIL	PMO, Project Management. OPM3
Gavin Doughty PMP, ITIL	Project Management
Venkata Aradhula PMP,ITIL	ERP-SAP-FICO, Finance and Controls.
Uday Gopinath PMP	Business Analysis

Class Schedule 2009

Monday through Friday – 8:00 AM to 6:00 PM

Saturday and Sunday - 8:00 AM to 5:00 PM

Evening Classes - 6:00 PM to 9:00 PM

Class Size

Classes generally range in size from 8 to 10 students. Depending on the course subject matter, Certain classes may contain a greater or lesser number of students.

Calendar 2009 = Holidays/Vacation Periods

Holidays/Vacation Periods	Dates
Labor Day	Tuesday, September 1, 2009
Veterans' Day Holiday	Wednesday, November 11, 2009
Thanksgiving	Friday November 27
Christmas	Thursday, December 24, 2009 - Fri- 1 st January 2010



We Improve Your Management Skills

Enrollment and Entrance Requirements

Entrance Requirement Policy: Students must be 18 years of age or older and who benefit from the training programs to improve Project Management and IT skills/knowledge and for career development and employment opportunities. Students should meet specific educational and work experience requirements as detailed in the Training Program as a part of enrollment and Registration Process.

Enrollment: MPROi Training Programs are taught in Modules as well as in Scheduled Batches. For Programs that are Module based enrollment is continuous and for Scheduled Programs, students are allowed to enroll as per announced schedule or earlier. For more information regarding Enrollment please visit our website or call our Program Administration staff to assist you.

MPROi reserves the right to change the contents of the enrollment details including training programs, program contents, course fee and schedule due to change in policies, change in business needs, change in industry standards, change in software versions from Software Companies like Oracle, Microsoft, upgrade required to course material, etc... In addition, some programs that are offered may have to be cancelled due to insufficient enrollment, elimination of programs due to migration to new versions, or for any other reason as per MPROi Management's decision. A new contract will be signed by both the student and the school if any changes occur once a contract has been signed. If programs are cancelled due to insufficient enrollment all tuition and fees paid by any students will be returned.

Attendance Policies.

100% Attendance and completion of course curriculum is crucial to successful completion of the programs and the issuance of a "Certificate of Completion". Students are allowed a maximum of 2 absences, exceeding which they will be suspended from the program. Students are required to plan make-up sessions with the respective instructors for each absence, or late attendance at no additional fee. Students who do not adhere to the policies regarding attendance, make-up sessions and completion of course curriculum within 60 days from the end date of the course, will not receive a certificate of completion.

Leave of Absences.

Students must Contact their Instructor or MPROi administrative office in advance to apply for leave of absence. All Leave of Absence must be approved by the Instructor and MPROi Director. Students with approved Leave of absence will be re-registered/transferred to a suitable upcoming or any future Program schedule as per MPROi managements decision. MPROi may or may not charge an additional fee depending on changes in the program structure or contents. Students who do not return from a leave of absence as per scheduled return date, will automatically be terminated from the Institute and the Program fee will not be reimbursed.

Absences.

Students who are absent without informing the Instructor or MPROi management for more than the specified days or hours for the registered Training Program, MPROi reserves the right to terminate the student and not issue a "Certificate of Completion".



We Improve Your Management Skills

Make-up Session.

Students must complete the make-up sessions as per Instructors advice and meet all of the clock hours and program requirements to receive a “Certificate of Completion”

Withdrawal from a Program or Course.

Withdrawal from a training program or a course should be in writing and should be addressed to MPROi Director and Instructor. Withdrawal through Email is not allowed. Withdrawal must be hand delivered or through certified mail. The date of receipt of the withdrawal document is considered as the official date to process the withdrawal and apply Refund Policy. (Please see Refund Policy for details).

Program Administration Policy.

MPROi does not discriminate students based on race, religion, disability, age, sex and national origin or any such basis.

MPROi’s training environment is free from distractions and provides a safe and secured learning infrastructure. However, MPROi is not responsible for the loss of or damage to student’s personal belongings. Toys, Games, Children, pets or other distractions are not allowed in the classroom. For medical emergencies, MPROi will notify authorized (911) officials and will not take any additional responsibility. MPROi will make its best efforts possible to provide required environment for students with disability, however, students should inform the administrative office of such requirements well in advance to be able to provide the necessary environment.

Program Retake Policy.

A student is allowed to retake the program at no additional fee. Retake will be due to an approved leave of absence, student in need for more explanation due to lack of experience or understanding the subject in the first sessions, or any such MPROi Management retake permission. MPROi reserves the right to schedule a retake program depending on the availability of seats, and other management priorities. No student is allowed to retake the same program more than once and only one “certificate of completion” will be provided to the student per program.

Professional Credits/Units Policy for certified PMPs only.

MPROi is approved by PMI® (Project Management Institute) as a “Registered Education Provider” (R.E.P) PMI®. As an R.E.P we are authorized to provide PDU units to our students for the courses they attend.

As per PMI®’s Policy of Continued certification, PMP certified individuals have to submit 60 PDUs once every 3 years to retain the certification. PMP certified Students attending our courses will have the additional benefit of obtaining PDUs equivalent to the clock hours of the course at no addition fee. One PDU is one clock hour of structured, logged learning.



We Improve Your Management Skills

Grading System and Reentrance Conditions:

MPROi issues a “Certification of Completion” for those who successfully complete the program and has no PASS/FAIL grading system.

100% Attendance and completion of course curriculum is crucial to successful completion of the programs and the issuance of a “Certificate of Completion”. Students are required to plan make-up sessions with the respective instructors for each absence, or late attendance at no additional fee. Students who do not adhere to the policies regarding attendance, make-up sessions and completion of course curriculum within 120 days of the end date of the course, will not receive a certificate of completion.

Rules of Student Code of Conduct and Conditions for Probation or Dismissal:

All students are expected to conduct themselves in an adult manner. Students who violate the above conditions or any violation of the Laws governed by Michigan state or Federal, will be dismissed from class and not readmitted, following which MPROi may inform the appropriate legal authorities for further action.

Dress Code - Business Casuals or a formal dress code is required. Student wearing clothes that are disruptive to other students will be asked to leave the class, resulting in an absence. The student has the option of returning to the class in proper attire, and the portion of the class missed cannot be made up at a later time.

Drug/Alcohol – Students are not permitted to attend class if they possess or have consumed drugs or alcohol.

Weapons - Students are not permitted to attend class while possessing any sort of weaponry. Upon discovery or use of a weapon, authorized officials will be notified; the student will be dismissed, and cannot enroll again.

Sexual Harassment - Students are not permitted to use sexually harassing language or behave in a sexually harassing manner. Upon notification or discovery of sexually abusive language or behavior, authorized officials will be alerted and proper action will be taken, and the abusive student will be dismissed from class and cannot enroll again.

Dismissal – MPROi reserves the right to terminate the student’s contract and dismiss the student if the student does not comply with the rules and regulations of MPROi. Re-admission is at the discretion of the MPROi Management. If students are dismissed no refunds of any kind will be given.

Tuition

MPROi Tuition is very reasonable and Tuition details for each Program/Course are provided in the Program overview/outline in this catalog. There are no other charges of any kind including laboratories, rentals etc. Please see refund policy for details. All Tuition fee must be paid by the students or the respective sponsor through Credit Cards, checks money orders, or Direct Deposits to banks.



We Improve Your Management Skills

Programs Offered

- **MPROi** Training programs are related to Project Management, Business Process Management and Information Technology. None of our programs are related to Medicine, clinical or Externship activities.
- MPROi Programs are related to learning and improving Business Project management, Process Management and IT Infrastructure management skills and Knowledge.
- Students are welcome to chose any combination of courses and prepare a program suitable to their experience and education background. MPROi management is more than happy to help and assist students who may need suggestions to package a program.

MPROi Training Program Matrix.

PROGRAM – A PROJECT MANAGEMENT				
ID#	Course Details	Clock Hours	Tuition	PDU's/Contact Credit Hours
PMC1	PMP Exam Prep – PMI® PMBOK Guide 4 th Edition	45	\$2650	45
PMC2	OPM3 – Org. PM Maturity Model Course 2	25	\$1600	25

PROGRAM – B INFRASTRUCTURE MANAGEMENT				
ID#	Course Details	Clock Hours	Tuition	PDU's/Contact Credit Hours
IMC1	Microsoft–Share Point/Project Server	45	\$2950	45
IMC2	ITIL V3 Foundation Exam Prep	25	\$1600	25

PROGRAM – C SOFTWARE APPLICATION AND BUSINESS ANALYSIS				
ID#	Course Details	Clock Hours	Tuition	PDU's / Contact Credit Hours
SAB1	ERP – Enterprise resource planning SAP- FI/CO	45	\$2950	45
SAB2	Business Analysis - SDLC,Software Quality Assurance	25	\$1600	25

PROGRAM – D FAST TRACK - MANAGEMENT COURSES				
ID#	Course Details	Clock Hours	Tuition	PDU's/Contact Credit Hours
PMF1	PMI – PMP Exam Prep – Fast Track	35	\$1900	35
PMF2	PMI – OPM3 – Fast Track	10	\$850	10
PMF3	PMO – Project Management Office – Fast Track	10	\$850	10
IMF1	ITIL – V3 – Foundation exam prep – Fast Track	10	\$950	10
IMF2	MS Projects – Fast Track	10	\$850	10
IMF3	CMMI – Process Capability Maturity Model-Fast Track	10	\$850	10
IMF4	SixSigma – SixSigma – DAMIC/MAIC – Fast Track	10	\$850	10

PROGRAM – A PROJECT MANAGEMENT

<p>PROGRAM – A</p> <p>PROJECT MANAGEMENT Overview</p>	<p>This program is for individuals who would like to enhance their project management skills and learn best practices, standards and knowledge. In this Program students get to prepare to take the PMP (Project management Professionals) exam conducted by PMI®.</p>
<p>Course 1– PMC 1 PMP EXAM PREP 4th Edition Overview</p>	<p>This exam prep course is designed to understand the world’s best Project management standards and pass the PMP exam at ease.</p>
<p>Course Objectives</p>	<p>This course will prepare the students for the exam and will also help in learning following project management PMBOK Guide 4th edition standards to apply on projects.</p> <ul style="list-style-type: none"> - Integration, Scope, Time, cost, quality Management - HR, Risk, Communication, procurement Management, - Professional Responsibility.
<p>Type of Course</p>	<p>CLASSROOM + ON-LINE</p>
<p>Duration</p>	<p>45 Clock Hours. 30 hours Classroom plus 15 hours on-line instructor assisted and software controlled.</p>
<p>Minimum Qualification and Exp.</p>	<p>Bachelors with 3 years of experience in the field of Projects.</p>
<p>Who will benefit from this course</p>	<p>Project Leads, Expeditors, Project Coordinators, IT project personnel, Engineers, Product engineers, CIO, CTO, Program Managers, Project managers, IT auditors.....</p>
<p>Enrollment / Registration process</p>	<p>Use the website Link to complete enrollment and Registration process.</p>
<p>Is this an “EXAM prep course”</p>	<p>YES - MPROi will prepare you for the exam and upon completing the PMP exam PMI® will award you a PMP certificate.</p>
<p>Who Conducts the EXAM?</p>	<p>Prometric Sylvan Learning Center. Exam is for 4 hours 200 multiple choice questions. The system will print out a PASS or Fail report immediately after completing the exam.</p>
<p>PMP exam pre-requisites</p>	<p>Students need to have minimum 4500 hours of project experience and 35 hours of project management training from PMI approved education provider like MPROi.</p>
<p>Exam Approval Process.</p>	<p>MPROi will assist students in completing and submitting the PMP exam approval application form to PMI during the last few hours of the course. Upon receiving the PMI's approval students can schedule a suitable date at any prometric center to take the exam.</p>
<p>Credits/Contact Hours awarded</p>	<p>45 Hours Certificate. PMI® Needs minimum 35 Contact Hours Training certificate to qualify to take the PMP exam.</p>
<p>Instructor</p>	<p>PMP certified Instructors will conduct the Course.</p>
<p>Tuition</p>	<p>All inclusive course fee US \$2650. To be paid by Check or Credit card as a part of Registration process.</p>
<p>Course Schedule</p>	<p>As announced on the website OR contact Administrative office training@MPROi.com</p>
<p>Course Material</p>	<p>MPROi will provide PMI® PMBOK Guide 4th edition and PMP Exam Prep Course Material with over 5 sets of Sample exams.</p>
<p>Exam Voucher</p>	<p>MPROi will provide a Voucher to apply for PMP® exam.</p>
<p>Assistance or additional Coaching after the course</p>	<p>MPROi Instructor will workout a schedule for a reasonable number of additional hours for NO FEE.</p>
<p>Placement Assistance</p>	<p>MPROi may provide Contract or Employment opportunities depending on the Business needs. However, MPROi Instructor/Management will assist the student in reviewing and preparing an updated resume for NO FEE and may provide leads to apply for Jobs.</p>

PROGRAM A – PMC1

PMP EXAM PREP - 4th Edition PMBOK GUIDE®

Table of contents.

1. INTRODUCTION
2. COURSE TIME TABLE
3. MPROI COURSE PROCESS FLOW DIAGRAM.
4. PMI® AND PROJECT MANAGEMENT THEMES.
5. MPROI COURSE “PMP EXAM PREP”

SECTION – I - FRAMEWORK

- CHAPTER – 1 Introduction
- CHAPTER – 2 Project Lifecycle and Organization

SECTION – II - THE STANDARD FOR PROJECT MANAGEMENT

- CHAPTER – 3 PM Processes

SECTION – III - PM KNOWLEDGE AREAS

- CHAPTER – 4 Integration Management
- CHAPTER – 5 Scope Management
- CHAPTER – 6 Time Management
- CHAPTER – 7 Cost Management
- CHAPTER – 8 Quality Management
- CHAPTER – 9 Human Resources Management
- CHAPTER – 10 Communication Management
- CHAPTER – 11 Risk Management
- CHAPTER – 12 Procurement Management.
- CHAPTER – 13 Professional Responsibility (Not a PM Knowledge area).

6. MPROI FINAL EXAM.
7. CONCLUSION AND CLOSING.

PROGRAM – A PROJECT MANAGEMENT

Course 2 – PMC 2 OPM3 - 2nd Edition. Org. PM Maturity / Modeling. Overview	This course is designed to learn project management maturity life cycle models, concepts, Knowledge , assessment and improvements.
Course Objectives	To learn Project management assessment, gap analysis, maturity models and knowledge to apply and improve project management practices.
Type of Course	CLASSROOM + ON-LINE
Duration	25 Clock Hours. 18 hours Classroom plus 7 hours on-line assignments, Instructor assisted and software controlled clock hours to complete the assignments.
Minimum Qualification and experience - prerequisite.	Bachelors with 3 years of experience in the field of Projects.
Enrollment / Registration Process	Use MPROi website to complete the Enrollment and registration process.
Who will benefit from this course	Project Leads, Expeditors, Project Coordinators, IT project personnel, Engineers, Product engineers, CIO, CTO, Program Managers, Project managers, IT auditors.....
Is this an "EXAM prep course"	NO. NO exams are required to complete this course.
Instructor	Project management experienced Instructor will conduct the Course.
PDU Credits/Contact Hours awarded	25 Hours PDUs - MPROi "Certificate of Completion".
Tuition	All inclusive course fee US \$1600. To be paid by Check or Credit card as a part of Registration process.
Course Schedule	As announced on the website OR contact Administrative office training@MPROi.com
Course Material	MPROi will provide OPM3 Course Material, assignments and templates.
EXAM Voucher	NOT Required. / Applicable.
Assistance and additional Coaching after the course	MPROi Instructor will workout a schedule for a reasonable number of additional hours for NO FEE.
Placement Assistance	MPROi may provide Contract or Employment opportunities depending on the Business needs. However, MPROi Instructor/Management will assist the student in reviewing and preparing an updated resume for NO FEE and may provide leads to apply for Jobs.

OPM3 - Second Edition – (PMI®)
Organizational Project Management Maturity Model.

TABLE OF CONTENTS

CHAPTER 1 - INTRODUCTION

- 1.1 OPM3'S-organizational Perspective
- 1.2 Strategy Execution
- 1.3 OPM3 Components
- 1.4 OPM3 Maturity Assessment
- 1.5 Organizational Improvement Plan
- 1.6 Overcoming the Improvement Dilemma

CHAPTER 2 - FOUNDATIONAL CONCEPTS

- 2.1 OPM3 Purpose and Scope
- 2.2 Organizational Project Management
- 2.3 Organizational Project Management Maturity
- 2.4 OPM3 Concepts

CHAPTER 3 - THE OPM3 CYCLE

- 3.1 Knowledge, Assessment, and Improvement 15
- 3.2 Introduction to the OPM3 Improvement Cycle 16

CHAPTER 4 - THE ORGANIZATIONAL PROJECT MANAGEMENT PROCESSES 21

- 4.1 Introduction
- 4.2 Project Management Processes
- 4.3 Program Management Processes
- 4.4 Portfolio Management Processes
- 4.5 Attributes of Portfolio, Program, and Project Management Processes.

CHAPTER 5 - THE OPM3 CONSTRUCT

- 5.1 Best Practices
- 5.2 SMCI and Organizational Enablers.
- 5.3 Dependencies among Best Practices and Capabilities
- 5.4 Categorization of Best Practices within OPM3
- 5.5 OPM3 Construct-An Overview

PROGRAM – B INFRASTRUCTURE MANAGEMENT

PROGRAM – B	Infrastructure Management is one of the most important business management programs today. This Program is designed to provide a professional set of IT knowledge, skills, best practices/ processes and tools that is required to successfully complete projects related to customer services. One of the courses of this program prepares you to get ITIL V3 Foundation Certification.
INFRASTRUCTURE MANAGEMENT Overview	

Course 1 - IMC1	This course provides students with the knowledge and skills to understand, design, implement and use MS-Office SharePoint Server 2007 (MOSS) and manage/monitor enterprise projects by using the Microsoft Office Project Server 2007.
MICROSOFT SHAREPOINT & PROJECT SERVER 2007.	
Course Objectives	This course will prepare the students for
Type of Course	CLASSROOM + ON-LINE
Duration	45 Clock Hours. 2 days of Classroom plus 25 hours on-line hands-on assignments, Instructor assisted and software controlled clock hours to complete the assignments.
Minimum Qualification and experience - prerequisite.	Bachelors with 3 years of IT baseline experience.
Enrollment / Registration Process	Use MPROi website to complete the Enrollment and registration process.
Who will benefit from this course	IT Professionals, Software Developers, IT architects, Solution Providers, Managers, CTO, CIO, System Administrators and architects.
Is this an "EXAM prep course"	NO. NO exams required to complete this course.
Instructor	SharePoint / Project Server 2007 experienced Instructor will conduct the Course.
PDU Credits/Contact Hours awarded	45 Hours PDUs - MPROi Certificate of Completion.
Tuition	All inclusive course fee US \$2950. To be paid by Check or Credit card as a part of Registration process.
Course Schedule	As announced on the website OR contact Administrative office training@MPROi.com
Course Material	MPROi will provide a detailed SharePoint 2007 and Project Server 2007 Course Material, assignments and templates.
EXAM Voucher	NOT Required. / Applicable.
Assistance and additional Coaching after the course	MPROi Instructor will workout a schedule for a reasonable number of additional hours for NO FEE.
Placement Assistance	MPROi may provide Contract or Employment opportunities depending on the Business needs. However, MPROi Instructor/Management will assist the student in reviewing and preparing an updated resume for NO FEE and will provide leads to apply for Jobs.

PROGRAM B – IMC1 SharePoint 2007 & Project Server 2007

SharePoint 2007 - Course Outline includes Lab.

Module 1: SharePoint Overview

- Define SharePoint, • WSS vs. MOSS • Navigation Between Sites • Alerts • My Settings

Module 2: Lists

- Define Lists, Create a List • Accessing Lists • Working with List Items
- Viewing, Sorting, Filtering • Connect a List to Outlook • Connect a List to Access/Excel
- Export a List to Excel

Module 3: Libraries

- Define Libraries • Creating and Adding Library Items • Uploading Library Items
- Viewing, Sorting, Filtering • Define Metadata • Check In/Check Out
- Version History • Content Approval • Content Types • Workflows

Module 4: Communication and Collaboration

- Workspaces • Wikis • Discussion Boards • Blogs

Module 5: Managing Users and Groups and Basic SharePoint Management

- Permissions in SharePoint, Adding and removing users/groups
- Inheriting permissions, Best Practices for assigning permissions in SharePoint
- Documentation and Management, Understanding and using workflow, list and library views
- Creating and Managing Lists, Libraries, Views, Sites and Web pages, Site Customization, Site Administration

Project Server 2007 - Course Outline includes Lab.

Module 1: Getting Started with Office Project Server 2007

- * Creating a New Project in Project Server 2007 • Connecting to Project Server 2007
- Creating a New Project in Project Server 2007 • Saving a New Project in Office Project Server 2007

Module 2: Initiating and Planning Projects

- * Initiating Projects and Working with Document Files, • Creating an Activity Plan, Resource plan, and Project Workspace
- Managing Documents, Understanding the Project Management Plan,
- Differentiating the Project Server 2007 Client Software

Module 3: Scope and Schedule Management

- * Working with Tasks, Milestones, and Deliverables, • Creating WBS, Tasks, and Milestones,
- Creating the Project Schedule, • Creating Project Deliverables • Managing Dependencies on Deliverables

Module 4: Staffing Management Plan and Resource assignments

- Building a Project Team • Managing Resource Availability • Managing Enterprise Resources,
- Building the Project Team, * Working with Assignments, • Assigning Resources
- Self-Assigning, • Reassigning Assignments, • Enterprise Resources Leveling

Module 5: Cost and Risk Management Plans

- * Planning Projects—Cost, Risks, Issues, • Entering Costs for Resources,
- Customizing Risk Items, • Customizing Issue Items • Uploading Project Documents to the Project Workspace

Module 6: Executing Projects—Processes, Resources, and Deliverables

- * Modifying the Project Team and Managing Deliverables

Module 7: Executing Projects—Managing Timesheets and Personal Settings

- * Using Timesheets and Reporting Administrative Time, • Reporting and documenting Non-project work.

PROGRAM – B INFRASTRUCTURE MANAGEMENT

Course 2 – IMC 2 ITIL- Foundation V3 IT Infrastructure Library. Overview	This exam prep course is designed to learn IT Service Management best practices as documented by ITSMF® .
Course Objectives	To prepare students for the ITIL Foundation V3 exam and provide skills and knowledge in the field of IT Service Management Life cycle. - Service Strategy, Service Design, Service Transitioning, - Service Operations, Continuous Service Improvement.
Type of Course	CLASSROOM + ON-LINE
Duration	25 Clock Hours. 18 Hours of Classroom Training and 7 hours of Instructor assisted and software controlled on-line preparation.
Minimum Qualification and experience.	Bachelors with 2 years of IT experience, or School Graduate with 5 years of experience in the field of IT. .
Who will benefit from this course	IT Leads, Software professionals, CIO, CTO, Call Center technicians, system admins, Service Help desk assistants, Project Leads, IT managers, CIO, CTO, Program Managers, Project managers, IT auditors.....
Enrollment / Registration process	Use the website Link to complete enrollment and Registration process.
Is this an “EXAM prep course”	YES - MPROi will prepare you for the exam. ITSMF® and upon completing the ITIL Foundation exam PMI® will award you a PMP certificate.
Who Conducts the EXAM?	Prometric Sylvan Learning Center. Exam is for one hours 40 multiple choice questions and score 65% (26) to pass. The system will print out a PASS or Fail report immediately after completing the exam.
pre-requisites for the Exam.	There are no formal entry requirements for the course or examination, however, a basic knowledge of IT or IT services and Business operations would help to understand the ITIL best practices.
Exam registration Process.	MPROi will provide the links required to complete the exam registration process.
Credits/PDUs awarded	25 Hours Certificate.
Instructor	ITIL Foundation certified Instructors will conduct the Course.
Tuition	All inclusive course fee - US \$1600. To be paid by Check or Credit card as a part of Registration process.
Course Schedule	As announced on the website OR contact Administrative office training@MPROi.com
Course Material	MPROi will provide ITIL Exam Prep Course Material with over 5 sets of Sample exams.
Exam Voucher	MPROi will provide a Voucher to apply for ITIL Foundation exam.
Assistance and additional Coaching after the course	Yes. Students can contact the Instructor to decide and workout a schedule to provide additional coaching or assistance For NO FEE.
Placement Assistance	MPROi may provide Employment opportunities depending on the Business needs. However, MPROi Instructor/Management will assist the student in reviewing and preparing an updated resume for NO FEE and may provide leads to apply for Jobs.

PROGRAM B – IMC2

ITIL – Foundation – V3 – Course Outline.

ITIL Background

INTRODUCTION

1. Service Management as a Practice
2. Generic concepts & definitions
3. Service Lifecycle
4. Roles definitions
5. Technology & Architecture

Chapter 1: Service Strategy

Overview, Key Principles & Models,
Processes (Portfolio, Finance, Demand management)

Chapter 2: Service Design

Overview, Key Principles & Models
Processes - (Catalog, Service Level, Availability, Capacity, Supplier,
Information Security and IT Continuity Management)

Chapter 3: Service Transition

Overview, Key Principles & Models.
Processes - (Configuration, Release, Change Management)

Chapter 4: Service Operation

Overview, Key Principles & Models
Processes - (Access, Request Fulfillment, Event, Incident, Problem
Management)

Functions (Service Desk, Application, Technology, IT Operations
management)

Chapter 5: Continual Service Improvement

Overview, Key Principles & Models
Processes

Abbreviations.

Sample Exams.

PROGRAM – C SOFTWARE APPLICATIONS AND BUSINESS ANALYSIS

<p>PROGRAM – B</p> <p>Software Applications and Analysis. Overview</p>	<p>This Program is designed to learn and understand how Business Analysis and ERP software can help Improve IT and business processes in any organization.</p>
--	--

<p>Course 1 - SAB1 ERP – SAP- FI/CO Overview</p>	<p>This course is designed to learn ERP SAP – FI/CO Financial and controls and its implementation.</p>
<p>Course Objectives</p>	<p>Understand ERP-SAP Financial and Controls and its integrated architecture with other software modules, such as Material Management, Sales & Distribution, Accounts Receivables, Payables, Bank Accounting, Cost Center and Profit Center Accounting.</p>
<p>Type of Course</p>	<p>CLASSROOM + ON-LINE</p>
<p>Duration</p>	<p>45 Clock Hours. 45 hours Classroom.</p>
<p>Minimum Qualification and experience - prerequisite.</p>	<p>Bachelors with 3 years of experience in the field of IT. Finance background will be an additional advantage.</p>
<p>Enrollment / Registration Process</p>	<p>Use MPROi website to complete the Enrollment and registration process.</p>
<p>Who will benefit from this course</p>	<p>Project professionals, IT Managers, Software Developers, Finance Managers, Accountants, Finance Leads,</p>
<p>Is this an “EXAM prep course”</p>	<p>NO. NO exams required to complete this course.</p>
<p>Instructor</p>	<p>ERP-SAP – FI/CO experienced Instructor will conduct the Course.</p>
<p>PDU Credits/Contact Hours awarded</p>	<p>45 Hours PDUs - MPROi Certificate of Completion</p>
<p>Tuition</p>	<p>All inclusive course fee US \$2950. To be paid by Check or Credit card as a part of Registration process.</p>
<p>Course Schedule</p>	<p>As announced on the website OR contact Administrative office training@MPROi.com</p>
<p>Course Material</p>	<p>MPROi will provide ERP-SAP-FI/CO Course Material, assignments and templates.</p>
<p>EXAM Voucher</p>	<p>NOT Required. / Applicable.</p>
<p>Assistance and additional Coaching after the course</p>	<p>MPROi Instructor will workout a schedule for a reasonable number of additional hours for NO FEE.</p>
<p>Placement Assistance</p>	<p>MPROi may provide Contract or Employment opportunities depending on the Business needs. However, MPROi Instructor/Management will assist the student in reviewing and preparing an updated resume for NO FEE and may provide leads to apply for Jobs.</p>

PROGRAM C– SAB1

Enterprise Resource Planning – SAP - Course OUTLINE.

SAP Finance (FI) training - Basics and Advanced

- SAP Overview
- Accounting Overview
- Introduction to SAP
- SAP Navigation
- SAP FI/CO Enterprise Structure and General Settings
- General Ledger
- Accounts Receivables (AR)
- Lockbox
- Accounts Payable (AP)
- Material Management (MM)
- FI Integration with other modules (MM and SD)
- Bank Accounting (BA)
- Automatic Payment Program (APP)
- Bank Reconciliation

SAP Controlling (CO) and Asset Accounting (AA) - Basics.

- Introduction to Controlling
- Cost Element Accounting
- Cost Center Accounting (CCA)
- Profit Center Accounting (PCA)
- Profit Center Accounting (PCA)
- Allocations (Assessments and Distributions)
- Internal Orders (IO)
- Settlements
- Asset Accounting (AA)
- LSMW (Legacy Systems Migration Workbench)
- Introduction to EC-CS (Consolidation)



We Improve Your Management Skills

PROGRAM – C SOFTWARE APPLICATIONS AND BUSINESS ANALYSIS

<p>Course 2 - SAB2</p> <p>Business Analysis. Overview</p>	<p>This course is designed to learn Business Analysis activities and Software Quality Assurance process.</p>
Course Objectives	To learn Business Requirement Gathering, software application, software Development life cycle, Software quality assurance.
Type of Course	CLASSROOM + ON-LINE
Duration	25 Clock Hours. 18 hours Classroom plus 7 hours on-line assignments, Instructor assisted and software controlled clock hours to complete the assignments.
Minimum Qualification and experience - prerequisite.	Bachelors with 3 years of experience in the field of Projects and a base line skills of IT.
Enrollment / Registration Process	Use MPROi website to complete the Enrollment and registration process.
Who will benefit from this course	Business Analysts, IT professionals, Project Leads, Expeditors, Project Coordinators, Engineers, Product engineers, CIO, CTO, Program Managers, Project managers, IT auditors.....
Is this an "EXAM prep course"	NO. NO exams required to complete this course.
Instructor	Business Analysis and Project management experienced Instructor will conduct the Course.
PDU Credits/Contact Hours awarded	25 Hours PDUs - MPROi Certificate of Completion.
Tuition	All inclusive course fee - US \$1600. To be paid by Check or Credit card as a part of Registration process.
Course Schedule	As announced on the website OR contact Administrative office training@MPROi.com
Course Material	MPROi will provide Business Analysis Course Material, assignments and templates.
EXAM Voucher	NOT Required. / Applicable.
Assistance and additional Coaching after the course	MPROi Instructor will workout a schedule for a reasonable number of additional hours for NO FEE.
Placement Assistance	MPROi may provide Contract or Employment opportunities depending on the Business needs. However, MPROi Instructor/Management will assist the student in reviewing and preparing an updated resume for NO FEE and may provide leads to apply for Jobs.

PROGRAM C – SAB2

Business Analysis - Course Outline:

- 1. Application Software Development Process.**
 - 1.1. Software Development Overview
 - 1.2. Project as an organized activity with the set of clearly defined measurable goals.
- 2. Phases of Software Development Projects.**
 - 2.1. Introduction to Inception, Elaboration, Construction and Transition phases.
 - 2.2. Activities being conducted during these phases.
 - 2.3. Artifacts, Bench-marks and Milestones for each activity.
- 3. Software Development methodologies**
 - 3.1. Introduction to SDLC/ Activities and Documentation.
 - 3.2. Introduction to Rational Unified Process (RUP).
 - 3.3. Explanation of Core disciplines of RUP and their inter dependences.
 - 3.4. Documents and Artifacts of RUP.
 - 3.5. Introduction to CMM and Six Sigma Standards.
- 4. Requirement Management**
 - 4.1. Requirement Gathering Techniques –
 - 4.2. JAD/JAR sessions, Interview Techniques etc.
 - 4.3. Requirement Definition and Verification.
 - 4.4. Documents – Detail Business Requirements (DBR), System Requirement Specification (SRS).
 - 4.5. Requirement Management using tools – Rational Requisite Pro.
 - 4.6. Hands – on Experiments using Rational Requisite Pro. (Lab)
- 5. Use Case Development**
 - 5.1. Use Case concepts with examples.
 - 5.2. Developing Use cases to depict intended system behavior.
 - 5.3. Use Case Documentation in Functional Specifications.
 - 5.4. Tracing Use Cases to system requirements in Requisite Pro.
 - 5.5. Requirement Traceability Matrix.
 - 5.6. Hands – on Use Cases Development.
- 6. System Modeling – UML.**
 - 6.1. UML Concepts and practices.
 - 6.2. Developing UML Model from Use Cases using Rational ROSE. (Or MS Visio).
 - 6.3. Developing and Documenting Detail Technical Specifications.
 - 6.4. Inter-Linking of Requisite Pro and ROSE.
 - 6.5. Hands – on Example.
- 7. Testing – Quality Assurance**
 - 7.1. Introduction to QA process/ activities.
 - 7.2. Developing Test cases from Use Cases.
 - 7.3. Linking into Traceability Matrix.
 - 7.4. Hands – on Example.
- 8. Project Management.**
 - 8.1. Introduction to Project Management concepts and Practices.
 - 8.2. Developing Processes and artifacts for PM activities.
 - 8.3. Introduction to MS Project, Hands – on Example.

PROGRAM – D FAST TRACK MANAGEMENT COURSES

PROGRAM – D – Fast Track Management Courses

Objective: Learn the basics and its application to Business

ID#	Course Details	Clock Hours	Class Room	Minimum Qualificati on Req	Minimum Work Experience	Exam Prep Course	Tuition	PDU's
PMF1	PMI – PMP Exam Prep – Fast Track	35	Yes 2 days + online	Bachelor of Science or Arts	5 yrs	YES	\$1900	35
PMF2	PMI – OPM3 – Fast Track	10	Yes	Bachelor of Science or Arts	5 yrs	NO	\$850	10
PMF3	PMO – Project Management Office – Fast Track	10	Yes	Bachelor of Science or Arts	5 yrs	NO	\$850	10
IMF1	ITIL – V3 – Foundation exam prep – Fast Track	10	Yes	Bachelor of Science or Arts	3 yrs	YES	\$950	10
IMF2	MS Projects – Fast Track	10	Yes	Bachelor of Science or Arts	3 yrs	NO	\$850	10
IMF3	CMMI – Process Capability Maturity Model-Fast Track	10	Yes	Bachelor of Science or Arts	5 yrs	NO	\$850	10
IMF4	SixSigma – SixSigma – DMAIC/MAIC – Fast Track	10	Yes	Bachelor of Science or Arts	5 yrs	NO	\$850	10

Credit Allowed for Previous Education and Training.

Since our training program is proprietary we require full attendance in order to complete the curriculum hence no credits are offered for course work completed out side of our class room. Our Training programs do not require any credits from any of your previous Education or Training Programs.

Equipment Furnished by the MPROi.

MPROi training center provides all equipment and material necessary to complete the programs including Internet access, Computer access, Course material, Calculators and office stationery. MPROi Training Programs do not require any Externship.

Placement Assistance:

MPROi is proud to be a trusted training and consulting services vendor to many Fortune 100 corporations as well as Federal, State and local government agencies throughout the US. During the course of these engagements we do/and have had the opportunity to identify job openings where we are successful able to place our graduating students that are seeking for employment. We continue these endeavors to assist our students whenever we are able to do so. While we make no guarantees, even in today's volatile job market (where employment opportunities are rare) we are often able to place people. We also provide our students free of charge resume writing counseling and job opportunity leads. Placement is not guaranteed.

Graduation Requirements and Certification of Completion.

MPROi will award a "Certification of Completion" to students ONLY upon successful completion of

- Enrollment and registration requirements including full payment of agreed course fee and
- attendance requirements including Clock hours required for each registered course
- and all of the assignments if any for each course
- and MPROi Classroom or On-line exams if required for each course.

Students unable to complete the above have to schedule an extended course program with their respective instructor and complete the above Graduation requirements before a "Certification of Completion" is awarded.

MPROi reserves the right not to provide certificates to students who have not met the above requirements and /or adhered to MPROi policies and code of conduct.

Types of Certificates Issued.

MPROi provides a "Certificate of Completion" for each Course upon successful completion of the course.

Along with the "Certificate of completion" a detailed "Transcription" is issued to each student that includes details like, Name of the Student, Address, Course start date and end date, course details, clock hours completed, Grade (Pass/Fail), and signed by the Director and Instructor.

A sample copy of the "Certificate of completion" and Transcript is provided in the catalog.

Refund Policy:

All refunds shall be returned within 30 days.

At MPROi we pride ourselves on not only the quality of education and training that we impart but also our 95% students passing rate on the certification exams. This success can be directly attributed to our;

- Instructor's industry experience,
- The real life example based class instruction methodology,
- The memory retention drills and exam question review processes,
- The accuracy of interpretation of the subject exams required knowledge content.

These are all captured in our highly coveted "Proprietary Training Course Materials" that are distributed to each student during class. For these reasons we do not sell our materials but rather license them to our "Course Registered Students" with the intent that they be only used for and by the same and not be shared with any none "Course Registered person" via any means. (Please refer to the MPROi Code of Conduct and Non Compete Agreement section 3 for further details).

In light of the above MPROi operates on the following refund policy.

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All refunds shall be returned within 30 days. Once the 3 business days have elapsed the following policies will apply:

Refunds are pro-rated per the unused Contact Hours remaining to complete the course. In order to secure a full refund (less application fee of \$25.00) cancellation requests must be made three business days prior to the commencement of class. In order to secure a prorated refund all course material must be returned.

All refunds made in light of the above defined policies will be made "IN BY and TO the SOURCE OFF THE FUNDING USED TO MAKE THE PAYMENT".



We Improve Your Management Skills

Management Professionals International
31393 W. 13 Mile Road, Suite 105, Farmington Hills, MI 48334

Transcript
Student A. Student

Address: _____

Last 4 digits of SSN#: _____

Name of the Training Program/Course

PROJECT MANAGEMENT

Table with 5 columns: Program Details, Clock Hours, Date Enrolled, Date Completed, Grade Received. Row 1: Project Management - PMI PMBOK Guide, 45, 09/09/09, 09/15/09, PASS.

Date of Graduation: _____

Signature of Certificate Issuer: _____

Date of Signature: _____



Project Management Professional

This is to certify that

STUDENT A. STUDENT

has successfully completed 45 hours of “Project Management” training and has demonstrated comprehensive understanding of project management standards, processes, tools and techniques prescribed in PMI®’s *Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, the worlds’ de facto standard for the project management profession.

Conducted by

Management Professionals International

MPROi

A commitment to improve project management

Signature of the Director

Signature of the Instructor

Date:

Program Number:



“PMI”, “PMP” “PMBOK” are the registered marks of Project Management Institute, Inc
MPROI is a Global Registered Education Provider of PMI®.

MPROi

We Improve Your Management Skills

MPROi Training Center and Location

MPROi Training Center is located in Farmington Hills, MI 48334, at the Intersection of 13 Mile and Orchard Lake. Easily accessible to I-696/I-275, M5, Northwestern Hwy., Telegraph Rd and I-75 Freeways and has a large parking space. MPROi also provides corporate training programs at the Clients' site.

Our Training Center is in walking distance to Bus stops, Kinko's, Staples, CVS Pharmacy, Gas Stations, many restaurants (Starbucks, Dunkin Donuts, Taco Bell, McDonalds, Hotels, etc.), and to hospitals (Henry Ford, Beaumont, DMC) in less than a 5 mile range.

Students who travel from other cities and neighboring states can stay in the hotels nearby and enjoy a variety of restaurants in the evenings. We will use a conference venue for training group over 15 students.

MPROi Corporate Training



MPROi Classroom Training



Description of Facility and Student Material

MPROi training facility is about 2,100 square foot spacious classroom and has the following features:

- Internet Facility with computer access
- A State-of-the-art server with licensed Microsoft suite of software products installed.
- Photocopying facility at the administration office
- Internet and computer access, Network wireless printing
- LCD Projector, White Board, Flip Chart
- Seating capacity for up to 10 students
- Two accessible restrooms, Kitchen, Microwave, Refrigerator, and a common break area
- Breakfast, Lunch Coffee, tea,, beverages, Munchies available all the time
- Excellent course material with Templates and 3 to 6 sets of sample exams
- Free consultation assistance with Instructors during the breaks and after the Course



We Improve Your Management Skills

MPROi is certified by MMBDC - Michigan Minority Business Development Council. We are a team of certified management professionals experienced in providing Project Management Consulting Services and Training Programs.

MPROi has developed professional Project Management Training programs for Classroom based mentored training, Web Based On-line Training, and Telephone Based Instructor Led Training. We are approved by PMI® - Project Management Institute, as a Global Registered Education Provider.

MPROi is specialized in designing a customized training program for individuals and Corporate training needs.

MPROi Offers innovative and simple learning techniques based on practical experience in the field of Project Management, Infrastructure Management and Enterprise Resource Planning – SAP Software Application Training Programs.

MPROi is approved by PMI® (Project Management Institute) as a “Registered Education Provider” (R.E.P) PMI®. As an R.E.P we are authorized to provide PDU units to our students for the courses they attend.

Students from Our illustrious clients, AT&T, Google, HP, IBM, Oracle, Microsoft, CA, Sun, EDS, CA, GM, Ford, Chrysler, Delphi, DTE, Compuware, Covansys, HTC, DMC, Keane Inc, Synova, BlueCross, Verizon, Sprint, KPMG, JP Morgan, Deloitte & Touché, Satyam, Wipro, Infosys, TCS, Univ. Of MI, Washtenaw County, City Of Detroit, State of Mi, Wayne State, Nationwide, Key Bank, Comerica Bank, and other many other organizations...

PROJECT MANAGEMENT TRAINING PROGRAMS

- PROJECT MANAGEMENT
 - PMI® – PMP Exam Prep – 4th Edition PMBOK® Guide
 - PMI® – OPM3 – Orgz. Project Management Maturity Model
 - PMO – Project management Office

- INFRASTRUCTURE MANAGEMENT
 - Microsoft – SharePoint / Project Server 2007
 - Microsoft Projects – MS Projects
 - ITIL® – Foundation V3. Exam Prep
 - CMMI – Capability Maturity Modeling Integration
 - Six Sigma – Six Sigma DMAIC / MAIC

- Software Application and Business Analysis
 - ERP – SAP FI/CO
 - Business Analysis

