

APPRENTICESHIP OJT AND RELATED TRAINING INSTRUCTION (RTI) INFORMATION CHECK LIST

APPRENTICESHIP TITLE: TrainTheTrades Marketing Apprentice Program/ Government Business Development Specialist

CURRICULUM TITLE: Market Research Analyst and Market Specialist

DOT NUMBER: 13-1082.00

OJT HOURS: 2000

144 Total Hours of Related Instruction Per Year

Type of Related Instruction:

☐ Correspondence ☐ Outside Contract Instruction
☐ Regular College Course ☐ Other (Please explain in summary comments)
☒ Course Taught by Trade Instruction

Subjects to be Taught During Program:

- | | |
|--|-------------------------------------|
| 1. <u>Please see attachment for curriculum: **</u> | 6. <u>Module 5: Project Control</u> |
| 2. <u>Module 1: Introduction to Project Management</u> | 7. <u>Module 6: Project Closure</u> |
| 3. <u>Module 2: Project Initiation</u> | 8. <u></u> |
| 4. <u>Module 3: Project Planning</u> | 9. <u></u> |
| 5. <u>Module 4: Project Execution</u> | 10. <u></u> |

SOURCE(S) OF TRAINING MATERIAL (Title and Publisher):

TrainTheTrades Project
Management Specialist Body of
Knowledge by Jacqueline
Grant, MBA, PMP, AEC, SPOC,
SMC, SCT Publisher, TrainTheTrades, LLC

Instruction Location:

☐ Apprenticeship Training Center ☐ College Campus
☐ Worksite After Hours ☒ Home
☐ Other (Please explain in summary comments)

Please Designate Length of Related Instruction Program 1 year
(Example: 3 Yrs., 4 Yrs.)

Submitted by: Jacqueline Grant

RELATED TRAINING INSTRUCTION (RTI) CHECK LIST

CURRICULUM CONTENT:

NO YES

X

1. Does the curriculum outline meet the required 144 hours minimum of related instruction per year?

X

2. Does the curriculum provide learning experience representing competencies expected of employees in the occupation represented by this program?

X

3. Are the course goals, objectives, and activities clearly stated and related directly to a current task analysis for this occupation?

X

4. Are the activities arranged in a logical sequence for maximum attainment of the required industrial skills?

X

5. Is there criteria for measuring student achievement?

X

6. Does the curriculum satisfy the requirements defined in the DOT?

State Supervisor of Trade & Industrial Education

Date _____

APPROVED:

DISAPPROVED:

SUMMARY COMMENTS:

[illegible]

ADDENDUM

Includes:

- **Marketing Apprentice Program/Course Description**
- **Course Goals, Objectives and Activities**
- **Criteria For Measuring Student Achievement**
- **Marketing Apprentice Program Curriculum**

PROGRAM DESCRIPTION:

Title: Project Management Specialist Apprenticeship Program

Course Description:

The Project Management Specialist apprentice program offered by TrainTheTrades is a comprehensive training course designed to equip future project management professionals with the necessary skills and expertise. This program covers a wide range of essential project management tasks and activities essential for successful project delivery. The apprentice will develop proficiencies in assigning duties or responsibilities to project personnel, communicating with key stakeholders to determine project requirements and objectives, and conferring with project personnel to identify and resolve problems. The course also includes training in creating project status presentations for delivery to customers or project personnel, developing or updating project plans, monitoring project milestones and deliverables, and monitoring project team performance to provide feedback.

The curriculum further focuses on identifying project needs such as resources, staff, or finances by reviewing project objectives and schedules, identifying, reviewing, or selecting vendors or consultants to meet project needs, and negotiating with project stakeholders or suppliers to obtain resources or materials. Apprentices will also learn to plan, schedule, or coordinate project activities to meet deadlines, prepare and submit budget estimates, and produce and distribute project documents. Furthermore, the program covers proposing, reviewing, or approving modifications to project plans, as well as recruiting or hiring project personnel, reporting project status such as budget, resources, technical issues, or customer satisfaction to managers, and scheduling or facilitating project meetings.

The program's course foundation will be on the benefits, outcomes, and opportunities associated with project management, highlighting how proficiency in these skills leads to greater project success and career advancement.

The TrainTheTrades Project Management Specialist apprentice program aims to provide a robust foundation for aspiring project management professionals, ensuring they are well-equipped to excel in project management roles and make significant contributions to the success of various organizations.

COURSE GOALS, OBJECTIVES AND ACTIVITIES

Course Goals:

1. To develop a foundational understanding of the role and responsibilities of a project management specialist and the importance of effective project management in achieving organizational goals.
2. To equip apprentices with the skills and knowledge required to initiate, plan, execute, control, and close projects effectively.

3. To provide apprentices with practical experience and exposure to comprehensive project management principles, methodologies, and best practices.
4. To facilitate apprentices' capacity to showcase competence and confidence in project management through active engagement and practical problem-solving.

Course Objectives:

By the end of the program, apprentices will be able to:

1. Demonstrate a deep understanding of project management principles and the role of a project management specialist in guiding projects to successful completion.
2. Define project scope, objectives, and deliverables and conduct feasibility studies to establish project viability.
3. Develop project plans, timelines, and schedules, allocate resources, assess risks, and establish monitoring and evaluation mechanisms.
4. Assign tasks and responsibilities, monitor project progress, and effectively communicate and coordinate with project stakeholders throughout the project lifecycle.
5. Monitor project milestones and deliverables, manage project budget and resources, and ensure quality assurance and control measures are adhered to.
6. Document and report project outcomes, conduct project evaluation and lessons learned, and facilitate the handover and transitioning of project deliverables.

Course Activities:

1. Interactive discussions and practical exercises on understanding project management principles and methodologies.
2. Case study analysis and discussions to gain exposure to real-life project management scenarios and challenges.
3. Practical simulations and exercises to apply project initiation, planning, execution, control, and closure techniques in different project environments.
4. Access to industry experts and mentors for guidance, support, and firsthand insights into practical project management.
5. Regular attendance and active participation in virtual learning platform discussions and modules.
6. Engage in bio-metric attendance to ensure active participation and commitment to learning.

The content will be presented in a direct and efficient manner, focusing on clear instructions, practical recommendations, and the benefits and opportunities associated with successful project management.

CRITERIA FOR MEASURING STUDENT ACHIEVEMENT

1. Project Planning Proficiency:

- Ability to develop comprehensive project plans with clearly defined objectives, timelines, and resource allocation.

2. Communication and Stakeholder Engagement:

- Demonstrates effective communication with stakeholders and team members to determine and address project requirements and objectives.

3. Problem-Solving and Troubleshooting:

- Exhibits problem-solving skills by identifying and resolving project-related issues through effective collaboration with project personnel.

4. Project Documentation and Reporting:

- Ability to create clear and effective project status presentations and produce and distribute project documents aligned with quality standards.

5. Resource Management and Budgeting:

- Demonstrates an understanding of project needs, cost monitoring, and budget tracking to identify and address budget issues.

6. Project Performance and Team Management:

- Monitors project milestones, deliverables, and team performance, providing constructive feedback and performance evaluations.

7. Vendor Management and Negotiation:

- Shows proficiency in identifying, reviewing, and selecting vendors or consultants, and negotiates effectively to obtain project resources.

8. Project Coordination and Deadlines:

- Effectively plans, schedules, and coordinates project activities to meet deadlines and ensures adherence to project plans.

9. Reporting and Feedback:

- Provides accurate and comprehensive project status reports and feedback to managers, addressing budget, resources, technical issues, and customer satisfaction.

10. Project Delivery and Quality Adherence:

- Successfully delivers project outcomes to clients while ensuring adherence to quality standards and client satisfaction.

PROJECT MANAGEMENT SPECIALIST APPRENTICE PROGRAM CURRICULUM

TrainTheTrades Project Management Specialist Apprentice Program Curriculum

Module 1: Introduction to Project Management

- Understanding the role and responsibilities of a project management specialist
- Overview of project management principles and methodologies
- The importance of effective project management in achieving organizational goals

Module 2: Project Initiation

- Defining project scope, objectives, and deliverables
- Conducting project feasibility studies
- Identifying key stakeholders and establishing communication channels

Module 3: Project Planning

- Developing project plans, timelines, and schedules
- Resource allocation and budgeting
- Risk assessment and mitigation strategies
- Establishing monitoring and evaluation mechanisms

Module 4: Project Execution

- Assigning tasks and responsibilities to project team members
- Monitoring project progress and performance
- Communication and coordination with project stakeholders
- Troubleshooting and issue resolution

Module 5: Project Control

- Monitoring project milestones and deliverables
- Tracking and managing project budget and resources
- Quality assurance and control measures
- Adhering to project management best practices and standards

Module 6: Project Closure

- Documenting and reporting project outcomes
- Conducting project evaluation and lessons learned
- Handover and transitioning of project deliverables
- Celebrating project success and acknowledging team contributions

Additional Materials and Resources:

- Access to virtual learning platform with interactive modules
- Reading materials and case studies for in-depth understanding of project management concepts
- Practical exercises and simulations to apply learned skills in real-life scenarios
- Access to industry experts and mentors for guidance and support

- Bio-metric attendance to ensure active participation and engagement

Follow-Up:

- Continuous assessment and feedback sessions to track progress and provide personalized support
- Opportunities for hands-on project experience and internships
- Networking events and mentorship programs for career growth and guidance
- Certification or endorsement upon successful completion of the program
- Access to alumni network and ongoing professional development resources.