



Project Management Post Graduate Certificate

PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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Prior learning credit options at Saskatchewan Polytechnic

See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

How to navigate this document

This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

Contents of this guide

This guide contains the following specific PLAR information and tools for this program

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A. PLAR fees

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

B. PLAR eligibility and options

To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

C. Dates when PLAR assessment is available

PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

All PLAR assessments must be completed by June 15 of each academic year.

D. Special directions for this program

1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. Apply for admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
6. **Finalize** an assessment plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

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F. Self-rating course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
Semester 1		
ADMN 600	Organizational Behaviour	
BCOM 600	Business Communications	Arts & Sciences
PROJ 605	Fundamentals of Project Management	
PROK 606	Project Initiation and Planning	
PROJ 607	Project Scheduling Budgeting	
Semester 2		
LEAD 601	Leadership and Professionalism	
MGMT 608	Procurement and Contract Management	
PROJ 608	Directing and Managing Project Work	
PROJ 609	Alternative Mythologies for Project Management	
PROJ 610	Project Closing and Evaluation	

ADMN 600 - Organizational Behaviour

You will study human behavior in organizations and develop the skills needed to deal with people at work. The course content includes individual behavior, values, interpersonal relationships, groups and team dynamics, and organizational culture. Your studies of human organizational behavior will focus on diverse formal organizations.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe organizational behavior.			
2. Demonstrate how our perceptions, personalities, and emotions shape our behavior.			
3. Examine how values and attitude influence behavior.			
4. Apply various motivational models to improve performance.			
5. Develop effective teambuilding skills.			
6. Demonstrate how power and organizational politics relate to performance.			
7. Apply conflict management techniques to improve performance.			
8. Describe organizational culture.			
9. Explain the benefits of, and the challenges faced with team decision making.			

BCOM 600 - Business Communications

You will practice written and oral communication skills that managers use on the job. You will study how to write effective letters, emails, and reports. You will plan and conduct meetings and deliver a verbal presentation.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the purpose and characteristics involved in creating an effective business message.			
2. Explain the process of writing.			
3. Apply guidelines for adapting short messages to audience needs.			
4. Recognize business conventions used to organize information in emails, letters, or memos.			
5. Create letters or memos that demonstrate their knowledge of organizational patterns for writing informative messages, persuasive messages, or messages that deliver negative information in the most positive style.			
6. Compose a short report that demonstrates an appropriate organization, writing style, and documentation.			
7. Apply interpersonal communication skills to workplace scenarios.			
8. Explain how to plan and conduct a business meeting.			
9. Deliver an oral presentation.			

PROJ 605 - Fundamentals of Project Management

You will develop a basic knowledge of project management and its core principles. Key concepts include the role of the project manager, project constraints, the phases of project management and barriers associated with achieving the project goal.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss key project management concepts.			
2. Describe the essential role and skillset of the project manager.			
3. Demonstrate effective teamwork, team management and communication skills.			
4. Explain the project process groups.			
5. Discuss the project constraints and their impact on quality.			
6. Explain how corporate governance and strategy direct project work.			
7. Identify barriers, risks and issues that affect project success.			
8. Explain different types of project management methodologies.			
9. Examine the benefits, uses and types of project management software.			

PROJ 606 - Project Initiation and Planning

You will learn the key activities included in project planning such as project selections techniques, defining project requirements, determining scope and creating a project charter and project plan.

Credit unit(s): 3.0
Prerequisites: PROJ 605
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the project initiation process.			
2. Illustrate high level project definition, project scope, constraints, and acceptance criteria.			
3. Formulate project selection techniques.			
4. Report on a business case for a project.			
5. Develop project documentation required and information management.			
6. Complete a project plan and the subsidiary plans.			
7. Perform project stakeholder analysis.			
8. Use risk analysis data to develop a quality management plan for a project.			
9. Describe project governance, roles and responsibilities and team requirements.			

PROJ 607 - Project Scheduling and Budgeting

You will develop practical project planning skills and knowledge through the systematic creation of a comprehensive project schedule and budget. Building on the work completed in PROJ 606, you will identify and document project deliverables and tasks, estimate resources, develop a realistic project schedule, and create a project budget.

Credit unit(s): 3.0
Prerequisites: PROJ 606
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the timing and function of project scheduling and budgeting in the overall project lifecycle.			
2. Determine the process of building an effective work breakdown structure (WBS) and a responsibility (RACI) matrix.			
3. Develop a realistic and optimized project schedule.			
4. Prepare a comprehensive project budget from existing data.			
5. Employ MS Project to create a project plan and schedule.			
6. Demonstrate the completion of the project plan, including the schedule and budget by presenting to various stakeholders.			

LEAD 601 - Leadership and Professionalism

You will develop the knowledge and skills related to professionalism and leadership in the workplace. You will apply strategies related to leading diverse teams, developing and motivating team members, and guiding teams through change. Additionally, you will reflect on your personal purpose, discover your 'why', and plan development activities that will contribute to living your purpose.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate professional behaviour and communication.			
2. Develop a personal brand.			
3. Demonstrate stress, time, and conflict management strategies.			
4. Explain what it means to be a leader.			
5. Discuss the role of 'effective leadership' in the workplace.			
6. Apply leadership strategies for embracing diversity and inclusion.			
7. Apply strategies to develop and motivate team members.			
8. Apply strategies for leading teams through change.			
9. Prepare a professional development plan.			

MGMT 608 - Procurement and Contract Management

You will develop the skills to manage the procurement aspects of projects. Procurement management are closely involved with the following elements: scope definition, statement of work, scheduling, risk analysis and organizational structure of projects, Request for Proposal (RFP), supplier selection, competitive bidding, price negotiation, teaming arrangements with selecting proper contract type considering strengths and weaknesses of all possible contact approaches. You will cover the spectrum of procurement, from both the customer's and provider's viewpoint. The topics are consistent with PMI Project Management Body of Knowledge (PMBOK) and their related processes.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the processes of project procurement management.			
2. Develop project procurement plan.			
3. Use criteria of the bidder evaluation and selection.			
4. Assess contract types and negotiation strategies.			
5. Identify, assess and plan to mitigate procurement risks.			
6. Discuss ethical consideration in project procurement.			
7. Describe contract procurements and contract closure procedure.			
8. Review other important concepts in procurement.			

PROJ 608 - Directing and Managing Project Work

Your studies will focus on practical approaches to effectively direct and manage project work. You will use project management techniques and tools to effectively allocate resources to project work. Using project management software, you will track project resources and tasks as well as evaluate and report project performance. You will also determine how to recover project variances and effectively control project changes.

Credit unit(s): 3.0
Prerequisites: PROJ 605
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain project work and the key processes involved in directing and managing a project.			
2. Describe project resource and procurement processes.			
3. Use common project management methods to effectively execute and control project activities.			
4. Report project status, trends, issues, risks, and barriers to completion.			
5. Determine corrective actions to address project variances.			
6. Design a project change management process.			

PROJ 609 - Alternative Methodologies for Project Management

You will study various project management methodologies such as Agile and its related project techniques such as Scrum and Kanban. In addition, you will use other project management techniques such as Lean and Six Sigma. You will discuss the strength of these methodologies and apply a best-fit decision making process to project methodology selection. You will apply an iterative, agile methodology to a small project. Working in groups, you will plan project sprints, conduct effective scrum meetings, and track project progress using Agile tools and techniques.

Credit unit(s): 3.0
Prerequisites: PROJ 605
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe alternative project management methodologies.			
2. Explain project management methodology selection criteria.			
3. Identify the strengths and weaknesses of iterative methodologies.			
4. Describe the core Agile concepts.			
5. Plan sprints for an Agile project.			
6. Create a visibility of work plan and required artifacts.			
7. Execute an Agile project.			
8. Track project velocity and progress.			
9. Monitor project burn down and backlog.			

PROJ 610 - Project Closing and Evaluation

You will acquire the knowledge and skills to close and evaluate a project. You will learn keys topics including the steps involved in ending the project, performance of closing processes, evaluation of a project’s success and identification of strategies for continuous improvement of project management practices.

Credit unit(s): 3.0
Prerequisites: PROJ 605
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the steps involved in closing a project.			
2. Perform contractual, administrative, and financial closing processes.			
3. Evaluate the project’s overall success and your ability to achieve project goals.			
4. Identify strategies for continuous project management improvement.			
5. Describe the theories of effective change management.			
6. Describe how employees engage in a process of organizational redesign to help shape new behaviours.			
7. Explain best practices for the transition of a project to sustainment.			