

Instruction for Approved Training Partner Application

The Approved Training Partner (ATP) application program is used to identify and advertise publicly offered project management course schedules on the Virginia Information Technology Project Manager Development Website.

The objectives of the Approved Training Partner (ATP) program are:

- To recommend Project Management training, via public course offerings from Approved Training Partners, to Commonwealth of Virginia employees and contractors seeking continuing professional development.
- To review training partners' public schedule of Project Management training based on project management course topics and content; instructor qualifications; knowledge mapping; government pricing and course availability.

This application is provided in Word and Acrobat PDF file versions. You may complete the application and return it by either standard mail or email.

Email this document to Projectmanagerdevelopment@vita.virginia.gov

Mailing address : Virginia Information Technologies Agency
Human Resources
Attn: Professional Development (Project Manager Training POC)
110 South Seventh Street
Richmond, Virginia 23219

Section I General Information

Provide the following information in the appropriate blocks

- A. Training Partner's name – Company or organization name
- B. Contact name – A knowledgeable person that we can contact with questions
- C. Street Address – Training partner mailing address
- D. Telephone – The telephone number we can use to reach the organization contact
- E. FAX – The FAX number we can use to reach the organization contact
- F. City – Training partner mailing address
- G. State – Training partner mailing address
- H. Zip Code - Training partner mailing address
- I. Email Address - The Email address we can use to reach the organization contact

Answer the following questions by marking the appropriate box.

Are detailed course descriptions available on your website?

Yes___ No___

Are you a Registered Education Provider (REP) with PMI®?

Yes___ No___

What topic areas from PMI's *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) do your public courses primarily address? (Check all that apply)

___Initiating ___Planning ___Executing ___Controlling ___Closing ___All

Please provide the Internet address link to your *public** calendar of instructor-led Project Management Courses scheduled for the next 6 to 12 month period:

**A public course is defined as a course open to the general public; offered at your facility; advertised on a regular basis; in which all administrative responsibilities are managed by your company.*

Sample:

Internet Address Link to Public Calendar: www.trainingpartner.com/schedule

Part II Basic Course and Rate Information

For each Project Management course listed on your public schedule, please complete the table provided.

- A. Course Name – Provide the course title
- B. Course Length – Specify the number of hours or days required for instruction
- C. Number PDU's – Provide the number of Professional Development Units
- D. Public Cost – Provide the standard rate charged to the public
- E. Government or Discounted Rate – Provide the rate for Commonwealth of Virginia employees
- F. Principle Instructor – Provide the primary instructor's name

Sample:

Project Management Topic	Course Length	No. of PDU's Granted*	Public Cost	Gov't or Discounted Rate	Instructor
<i>Project Management Fundamentals</i>	<i>3 days</i>	<i>22.5</i>	<i>\$1500</i>	<i>\$1200 (20% discount)</i>	<i>John Smith</i>

*Professional Development Units

Part III Commonwealth of Virginia Knowledge Standards Mapping

For each course listed in Part II provide the following information. Provide a new table for each course identified in Part II.

- A. List specific learning objectives for *each* course listed in Part II.
- B. Indicate the relevant Commonwealth Knowledge Standards category addressed for each learning objective.
- C. Indicate instructional methodologies used for each learning objective.

<i>Core Processes Knowledge Standards</i>	<i>Facilitating Processes Knowledge Standards</i>
<ul style="list-style-type: none"> • <i>Project Initiation & Solution Analysis</i> • <i>Cost Benefit, Earned Value, ROI Analysis</i> • <i>Scope Definition</i> • <i>Work Breakdown Structure</i> • <i>Organizational Breakdown Structure</i> • <i>Activity Definition & Sequencing</i> • <i>Resource Planning</i> • <i>Schedule Development</i> • <i>Budget Planning</i> • <i>Performance Planning</i> 	<ul style="list-style-type: none"> • <i>Risk Planning</i> • <i>Communications Planning</i> • <i>Quality Management Planning</i> • <i>Procurement Planning</i> • <i>Change Control & Configuration Management</i> • <i>Project Execution & Control</i> • <i>Reports & Project Dashboard</i> • <i>Project Closeout</i>

Sample:

Course: Project Management Fundamentals

Learning Objective:	<i>Commonwealth of Virginia Project Management Standards</i>	<i>Instructional Methodologies</i>
Objective #1 The participant will be able to identify and analyze stakeholder information needs.	<i>Communications Planning</i>	<i>10% lecture 60% group case study 20% group discussion 10% individual study</i>
Objective #2 The participant will be able to identify the most appropriate method for procuring products, goods and services.	<i>Procurement Planning</i>	<i>80%practical exercise 20%demonstration</i>
Objective #3, etc.		

Part IV Instructor Qualifications

In the columns provided below list the course instructors who teach the courses listed in Part II.

- A. Last Name - Provide the last name of the instructor
- B. First Name – Provide the first name of the instructor
- C. Educational degree – Identify the specific degrees held by the instructor
- D. Amount of Practical Project Management Experience – Identify total years/months
- E. Amount of Teaching Experience – Identify total years/months
- F. Amount of Project Management Teaching Experience – Identify total years/months
- G. Project Management Certifications – Identify specific Project Management Certifications such as PMP