

Fall 2023 Non-credit Professional Development Program Proposal

Proposal Date — submitted by CPE to OtP on September 29, 2023

Program Title — Project Management

Brief Description of Program —

A 10-week, online mentored noncredit certificate course in Project Management.

GreenFig's description for interested participants —

“This Project Management course will transform you into a project manager with expertise in the latest, in-demand tools, techniques, and methodologies. Fast-track your career in project management with practical training and technical certifications you can apply on the job. Delivered fully online, this 10-week comprehensive program is taught by industry experts and supplemented with live/online mentor-led classes. You'll leave the course with proof of your project management skills: a Project Management Playbook and industry-recognized certification and qualifications, including the Atlassian Jira Software Essentials Associate Certification, 23 hours toward the Project Management Institute's Certified Associate in Project Management (CAPM) Certification, and hands-on experience working with Google Sheets and Microsoft Project.”

Program Learning Outcomes — See attached syllabus.

Outline of Modules or Topics — See attached syllabus.

Target audience — See attached syllabus for expanded definitions:

- Project managers
- Business-focused professionals
- Individuals in a company who have been asked to manage a project or projects in their department
- Entrepreneurs and business owners

Delivery Mode — Asynchronous online on-demand learning with weekly 2-hour live/online interactive group sessions led by mentors with subject matter experts.

Time to Complete (weeks and hours per week) — 10 weeks at 10 hours per week for a total of 100 hours. See also attached syllabus.

Vendor Information —

Vendor Name — GreenFig Micro Education Inc. <https://www.greenfig.com/>

Nature of Agreement with Vendor —

GreenFig provides curriculum, course management platform and technical support, subject matter experts, marketing, registration and payment processing, participant support throughout program and career services (e.g. career coaching, resume and cover letter review, etc.) Participants enroll in monthly cohorts that are a mix of enrollees across GreenFig's university partnerships; UO CPE has no dedicated or unique cohorts of any topic at this time.

See also attached contract approved through UO PCS.

Vendor quality control processes —

Instructors' Minimum Qualifications — Instructors must have eight years of experience and skills aligned to the skills taught in and outcomes of the course.

Instructor Vetting Process —

1. Expertise + mission alignment. Conversations to understand experience as aligned to course skills and outcomes as well as alignment to GreenFig and University missions.
2. Recorded teaching examples. The prospective instructor must send us a recorded teaching example, providing an overview of a concept as if they were instructing a group of learners.
3. Communication & Engagement. Subsequent conversations on how to organize and engage students to learn specific skills. Sample video to better understand how they deliver and engage over video and live.

Method for Assessing Student Satisfaction with Program (including sample results from previous similar programs or programs from same vendor) —

Course End Surveys are used as a performance indicator of the course as a whole, as well as each individual cohort; this survey is GreenFig's main source of learner satisfaction data for the entire experience. However, GreenFig also reviews individual module performance and learner satisfaction with end-of-module survey data. Results are shared with UO CPE during the Annual Review meeting.

Trust Pilot — Third-party review site for noncredit programs; not contracted or affiliated with GreenFig or UO CPE. Reviews on this site are unsolicited by GreenFig or UO CPE. UO CPE checks this site monthly to see participants' feedback.

Quality Control Processes (If no outside vendor, provide UO unit quality control process. At a minimum the unit managing the program should have a clear process for students to make complaints or concerns known to the unit.)

UO CPE contact information is provided on the landing pages. Example landing page:
<https://training.cpe.uoregon.edu/>

UO CPE sends a welcome email to participants at the beginning of each course with our contact information and an invitation to reach out with questions or concerns.

Cost to Participants — List Price \$2,750 Discount Price \$2,250

Desired Start Date — November 1, 2023