



UNIVERSIDAD CATOLICA DE SANTIAGO DE GUAYAQUIL
FACULTAD DE INGENIERIA
CARRERA DE INGENIERIA EN SISTEMAS COMPUTACIONALES

TRABAJO DE SEMINARIO DE GRADUACIÓN

Previo a la obtención del título de:

INGENIERO EN SISTEMAS COMPUTACIONALES

TEMA DEL TRABAJO

**UNIVERSIDAD CATÓLICA DE SANTIAGO DE GUAYAQUIL COMO
PROVEEDOR REGISTRADO DE EDUCACIÓN (REP)**

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GUAYAQUIL – ECUADOR

2011

TRABAJO DE GRADO

TEMA DEL TRABAJO:

**UNIVERSIDAD CATÓLICA DE SANTIAGO DE GUAYAQUIL COMO
PROVEEDOR REGISTRADO DE EDUCACIÓN (R.E.P) de PMI®**

Presentado a la Facultad de Ingeniería, Carrera de Ingeniería en Sistemas Computacionales de la Universidad Católica de Guayaquil.

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INGENIERO EN SISTEMAS COMPUTACIONALES

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AGRADECIMIENTO

Expresamos nuestro profundo agradecimiento a nuestro padre Dios por darnos luz y entendimiento. Agradecemos a la Universidad Católica Santiago de Guayaquil, a la Facultad de Ingeniería- Carrera de Ingeniería en Sistemas Computacionales, que nos brindó la oportunidad de obtener el Título de Ingeniero en Sistemas Computacionales. A nuestras Autoridades y Profesores, por su alto nivel académico y por habernos enseñado sus experiencias profesionales. Nuestro agradecimiento también al Señor. Ing. Edgar Álvarez por su invaluable conducción, quien con sus sabias experiencias y conocimientos nos orientó en el desarrollo de este trabajo.

DEDICATORIA

Este trabajo lo dedicamos a nuestros queridos padres y hermanos que con sus ejemplos, esfuerzos y sacrificios, nos inspiraron e impulsaron cada día para lograr nuestro propósito de ser profesionales, fortaleciendo nuestro espíritu y valores en nuestras vidas.

PRÓLOGO

Debido a la gran importancia que va adquiriendo la Gestión de Proyectos en nuestro país y a nivel mundial, hoy en día la dirección en proyectos consiste en la aplicación de conocimientos, habilidades, herramientas y técnicas a las actividades de un proyecto para satisfacer sus requisitos y alcanzar sus objetivos.

Por eso que se empezó a reconocer a los profesionales que tengan certificados PMI® por sus conocimientos, destrezas y habilidades que son necesarias para cumplir con eficiencia y eficacia los objetivos de los proyectos.

Para lo cual este trabajo producto de nuestra investigación consta de cuatro capítulos, que será de gran ayuda para que la universidad se convierta en un Proveedor de Educación Registrado de PMI® ya que es una gran oportunidad porque ayudará en la capacitación de muchos interesados que quieran obtener una certificación y también podrá ofrecer PDU a los miembros de PMI® que ya tienen un certificado para su respectiva renovación.

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INTRODUCCIÓN

ANTECEDENTES

Hoy en día los proyectos se hacen más complejos y requieren de profesionales que tengan los conocimientos para llevarlos a cabo de una manera eficiente, es por eso que muchas empresas han decidido reconocer los estándares de PMI® y por lo tanto a los profesionales asociados con PMI® como los indicados para la ejecución de proyectos en todas sus etapas.

Por lo tanto es una gran oportunidad que la Universidad Católica Santiago de Guayaquil se convierta en una R.EP., porque además de gozar de varios beneficios como un proveedor de entrenamiento aprobado por el PMI, podrá capacitar a muchos estudiantes y profesionales de todas las universidades del país que tengan interés de adquirir nuevas experiencias en la Administración de proyectos.

OBJETIVOS

OBJETIVO GENERAL:

Este trabajo tiene como propósito elaborar un documento detallado donde se va a especificar los beneficios que La Universidad Católica Santiago de Guayaquil obtendrá como Proveedor Registrado de Educación (R.E.P.) y a la vez entregar un documento que contenga paso a paso todos los requisitos necesarios para convertirse en un proveedor de formación aprobado por PMI®.

OBJETIVOS ESPECÍFICOS:

- Completar los formularios para obtener el certificado de aprobación en Proveedor Registrado de Educación (R.E.P) de PMI®.
- Desarrollar el Perfil de docentes especificando los requisitos y conocimientos que requieren para dictar los cursos de PMI®.
- Diseñar la estructura de los cursos especificando el contenido de los mismos.
- Identificar detalladamente los costos necesarios para que la UCSG dicte los cursos una vez se haya convertido en R.E.P

ALCANCE:

Este trabajo está elaborado en varias fases que están detalladas en el EDT y son:

Definición del proyecto

En esta primera fase se especifica el antecedente, los objetivos y el alcance que establece hasta donde se va a llegar en la elaboración de este trabajo, la metodología y los recursos que se utilizaron: *(Ver Anexo# 2: Cronograma)*

Definición sobre los términos de PMI®

En esta fase será necesario conocer todos los conceptos que involucra PMI® para un mejor entendimiento de este trabajo, como son las definiciones de PMI®, PMBOK® Guide, PDU y R.E.P.

Requisitos de una R.E.P.

La definición de requerimientos marca el inicio del proceso de conversión de la UCSG como R.E.P y determina en gran medida el resultado del mismo. Si contamos con una buena definición de requerimientos, la universidad podrá proponer un servicio de certificación PMI®.

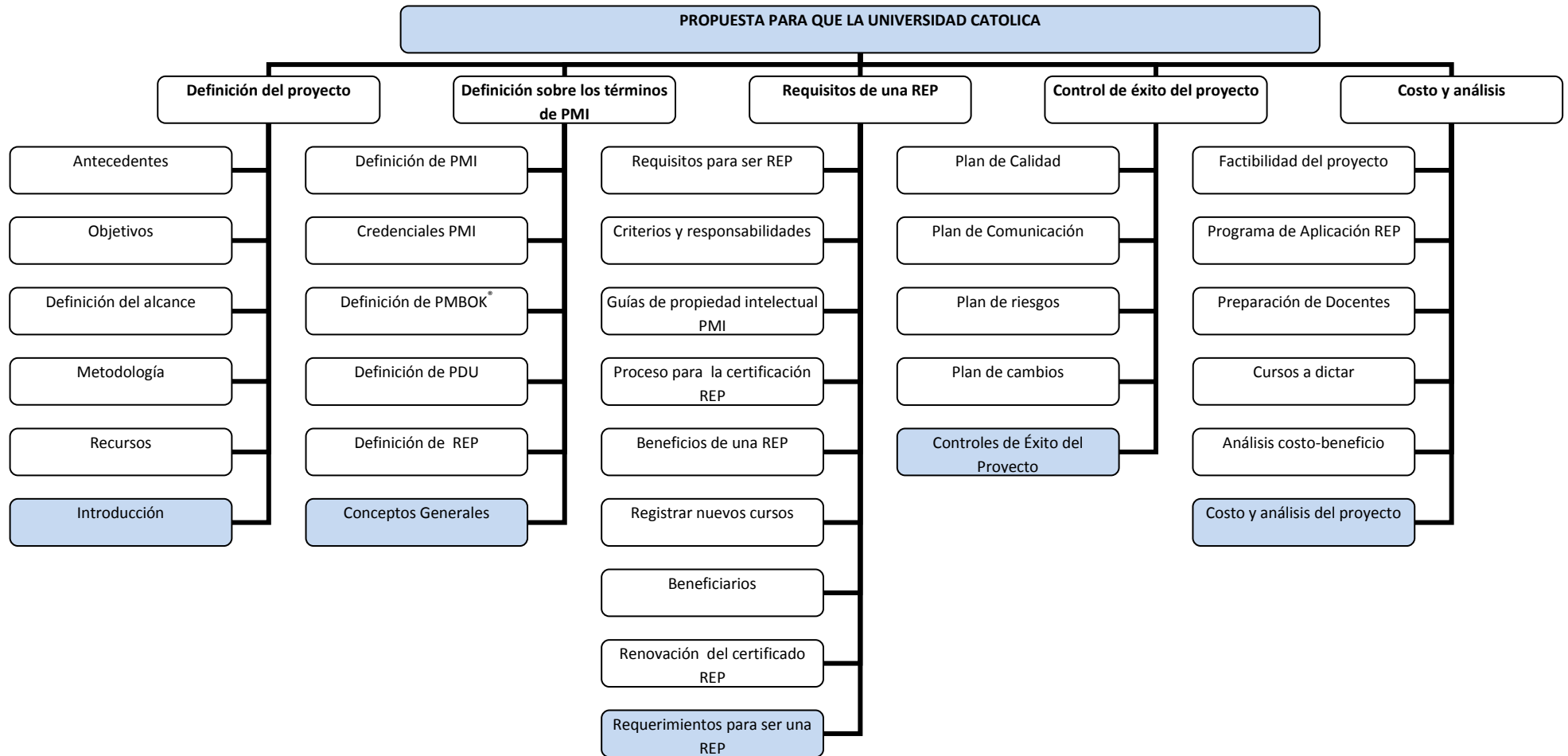
Control de éxito del proyecto

En esta fase se han determinado y detallado todos los controles que serán de gran ayuda para la elaboración y culminación exitosa de este trabajo de investigación, cuyos controles están identificados en varios planes que son: Plan de calidad, Plan de comunicación, Plan de riesgos, Plan de cambios

Costo y Análisis

Se procederá a determinar los costos que se presentará en la implementación de este proyecto, como son: el costo de certificación R.E.P., el costo de dictar los cursos una vez obtenida la certificación, el costo para que los Docentes obtenga el certificado PMP® y el análisis costo beneficio del proyecto y a su vez la terminación de todos los entregables de este proyecto determinados en los objetivos de este trabajo.

LINEA BASE DEL ALCANCE (EDT)



METODOLOGÍA:

Para elaborar este trabajo nos hemos basado en las fases del sistema de información en el cual se realiza cuatro actividades básicas que son: entrada, almacenamiento, procesamiento y salida de información.

En la “Entrada de la Información” empezamos investigando todo sobre el PMI® y su certificación de proveedor R.E.P., tomando los datos que se requieren para luego “Almacenar la información” en diferentes archivos, que luego serán utilizados en un “Procesamiento de Información” en la que se elaborará todo lo necesario para que la Universidad Católica Santiago de Guayaquil se convierta en una R.E.P. que con la fase final “Salida de Información “ se presentará el trabajo final que son los entregables que se define en los objetivos específicos.

RECURSOS

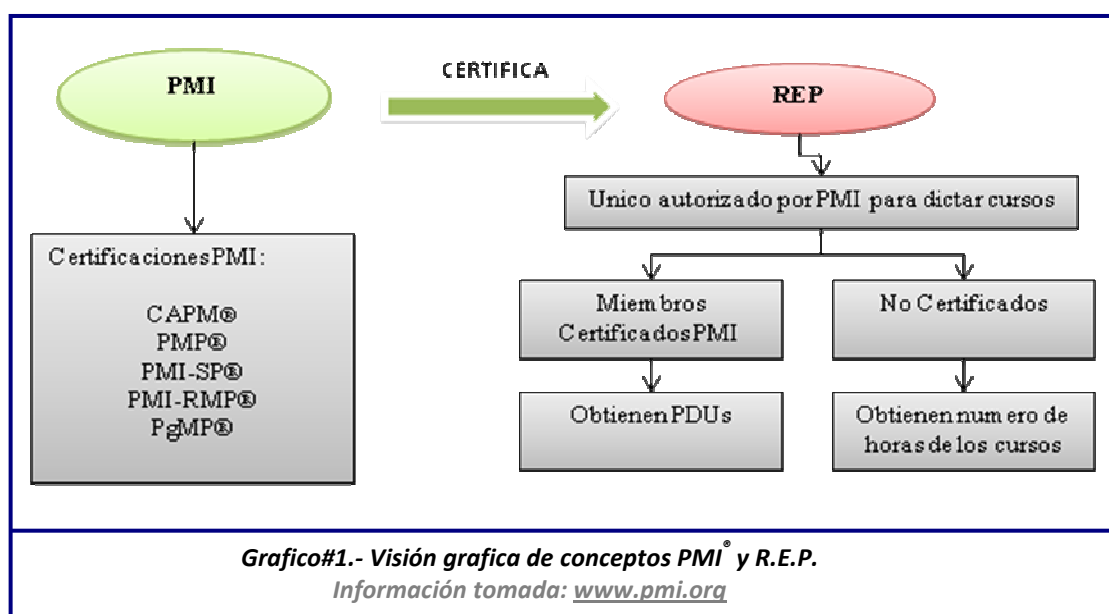
Para la elaboración de este trabajo se necesitará la ayuda de dos computadoras con procesadores de texto (Word-Excel-PowerPoint) internet para la investigación, celulares para la comunicación entre las participantes y el tutor.

Las participantes de este trabajo Cinthya Porro y Editha Sarmiento son las encargadas del cumplimiento de todo el desarrollo y culminación del mismo.

CAPITULO I

CONCEPTOS GENERALES

En este capítulo se va a definir los conceptos que son básicamente necesarios para el entendimiento de este trabajo. A continuación se muestra el *grafico#1* donde se observa la relación de los términos PMI® y R.E.P.



1.1.- Definición de PMI (Project Management Institute)

PMI es el líder mundial de una asociación sin fines de lucro para la administración de gestión de proyectos, con más de medio millón de miembros y poseedores de credenciales en 180 países. *“La fortaleza del PMI para la gestión de proyectos se encuentra basada en los estándares globalmente reconocidos y credenciales, y el extenso programa de investigación, y oportunidades de desarrollo profesional”* ⁽¹⁾

(1).- Tomado de: <http://www.pmi.org/About-Us/About-Us-What-is-PMI.aspx>

Estos productos y servicios son la base de un mayor reconocimiento y aceptación del papel de éxito de la gestión de proyectos en los gobiernos, organizaciones, universidades e industrias.

Los objetivos principales del PMI son: ⁽²⁾

- Promover la dirección de proyectos.
- Compartir la experiencia internacional a través del desarrollo de profesionales.
- Desarrollar calidad en los recursos humanos para la dirección de proyectos.
- Compartir los conocimientos generalmente aceptados que dan reconocimiento a la profesión.
- Consolidar estándares internacionales
- Certificación de profesionales en proyectos reconocidos a nivel mundial.

1.2.- Credenciales o Certificados de PMI®

PMI ofrece un programa completo de certificación para los profesionales de proyectos de todos los niveles de educación. Actualmente hay cinco credenciales disponibles. Independientemente de la carrera escogida por el postulante.

PMI actualmente ofrece cinco credenciales en proyectos que reconocen los conocimientos y la competencia y estos son:

(2).- Tomado de: <http://pmiecuador.org/pmi/index.php/p-m-i/>

CERTIFICACIONES PMI					
	CAPM®	PMI-SP®	PMI-RMP®	PMP®	PgMP®
SIGNIFICADO	Certificado asociado en Gestión de Proyectos	Planificación Profesional PMI	Profesional en Gestión de Riesgos de PMI	Profesional en Gestión de Proyectos	Gestión Profesional en programas
DIRIGIDO	Conocimientos fundamentales de proyectos	Programación de proyectos	Especialista en gestión de riesgos	Dirigir proyectos con éxito	Administrador de programas
REQUISITOS Op1	* Diploma de secundaria * 1.500 horas de experiencia o 23 horas de educación de gestión de proyectos.	* Diploma de secundaria * 5,000 horas de experiencia de programación de proyectos * 40 horas de educación de programación de proyectos.	* Diploma de secundaria * 4.500 horas de experiencia en la gestión de riesgos del proyecto * 40 horas de formación en gestión de riesgos del proyecto.	* Diploma de secundaria * 5 años de experiencia en gestión de proyectos * 7.500 horas previas y dirección de proyectos * 35 horas de educación de gestión de proyectos.	* Diploma de secundaria * 4 años de experiencia en gestión de proyectos * 7 años de experiencia en el programa de gestión.
REQUISITOS Op2		* Título de 4 años * 3.500 horas de experiencia de programación de proyectos * 30 horas de educación de programación de proyectos.	* Título de 4 años * 3.000 horas de experiencia en la gestión de riesgos del proyecto * 30 horas de formación en gestión de riesgos del proyecto.	* Título de 4 años * 3 años de experiencia en gestión de proyectos * 4.500 horas previas y dirección de proyectos * 35 horas de educación de gestión de proyectos.	* Título de 4 años * 4 años de experiencia en gestión de proyectos * 4 años de experiencia en el programa de gestión.
PROCESO	*Llenar formulario *Dar examen de 150 preg	*Llenar formulario *Dar examen de 170 preg	*Llenar formulario *Dar examen de 170 preg	*Llenar formulario *Dar examen de 200 preg	*Llenar formulario *Dar examen de 170 preg
MANTENER CERTIFICADO	Tomar examen cada 5 años	Ganar 30 PDUs cada 3 años	Ganar 30 PDUs cada 3 años	Ganar 60 PDUs cada 3 años	Ganar 60 PDUs cada 3 años

Grafico#2.- Certificaciones o Credenciales PMI
 Información tomada: <http://www.pmi.org/Certification/>

1.2.1.- Project Management Professional (PMP)[®] (3)

La certificación de Profesional en Gestión de Proyectos (PMP)[®] es la certificación más importante reconocida por los líderes de proyecto. Mundialmente reconocida y demandada, el profesional con certificación PMP[®] demuestra que tiene la experiencia, la educación y competencias para liderar con éxito y dirigir proyectos.

El PMP[®] es reconocido por demostrar competitividad en la conducción y dirección de equipos de proyecto.

Para aplicar a la certificación PMP[®], es necesario tener:

- Un título de cuatro años y al menos tres años de experiencia en gestión de proyectos, con 4.500 horas previas y dirección de proyectos y 35 horas de educación de gestión de proyectos.
- Un diploma de secundaria con al menos cinco años de experiencia en gestión de proyectos, con 7.500 horas previas y dirección de proyectos y 35 horas de educación de gestión de proyectos. .

Cómo Aplicar

Para aplicar la certificación PMP[®] se debe llenar el formulario y dar el examen.

Mantener la Certificación su PMP[®]

Como titular de una credencial PMP[®] necesita acumular 60 PDUs cada tres año.

(3).- Tomado de: <http://www.pmi.org/Certification/Project-Management-Professional-PMP.aspx>

1.2.2.- Certified Associate in Project Management (CAPM)[®](4)

Certificado asociado en Gestión de Proyectos (CAPM)[®] es una certificación de inicio y valiosa para los profesionales del proyecto.

Diseñado para aquellos con menos experiencia del proyecto, el CAPM[®] demuestra su comprensión de los conocimientos fundamentales, la terminología y los procesos de gestión de proyectos eficaz.

Para solicitar el CAPM[®], es necesario tener:

- Un diploma de secundaria (escuela secundaria)
- Al menos 1.500 horas de experiencia o 23 horas de educación de gestión de proyectos.

Cómo Aplicar

Para aplicar la certificación CAPM[®] se debe llenar el formulario y dar el examen.

Mantener la Certificación CAPM[®]

Como titular de la certificación CAPM[®], no es necesario ganar PDUs, solo puede tomar un nuevo examen antes del final del ciclo de certificación de cinco años.

(4).- Tomado de: <http://www.pmi.org/Certification/Certified-Associate-in-Project-Management-CAPM.aspx>

1.2.3.- Program Management Professional (PgMP)[®] (5)

Gestión Profesional en programas (PgMP)[®] reconoce la experiencia avanzada y la habilidad de los directores de programas.

Dirigido para un administrador de programas que busca demostrar una capacidad comprobada para gestionar proyectos complejos, múltiples y alinear los resultados con los objetivos de la organización, aumentar su visibilidad y valor a la organización.

Para solicitar PgMP[®], es necesario tener:

- Un título de cuatro años, con al menos cuatro años de experiencia en gestión de proyectos y cuatro años de experiencia en el programa de gestión, O
- Un diploma de secundaria, con al menos cuatro años de experiencia en gestión de proyectos y siete años de experiencia en el programa de gestión. .

Cómo Aplicar

Para aplicar la certificación PgMP[®] se debe llenar el formulario y dar el examen.

Mantener la Certificación PgMP[®]

Como titular de una credencial PgMP[®], que necesita acumular 60 PDUs por 1 ciclo de tres años.

(5).- Tomado de: <http://www.pmi.org/Certification/Project-Management-Professional-PgMP.aspx>

1.2.4.- PMI Scheduling Professional (PMI-SP)[®] (6)

Planificación Profesional PMI (PMI-SP)[®] es una respuesta al proyecto de gestión de aumentar el crecimiento, la complejidad y la diversidad. Mundialmente es reconocida y demandada, el PMI-SP[®] satisface la necesidad de un papel especialista en programación de proyectos.

Reconoce su experiencia única y la competencia para desarrollar y mantener programas de los proyectos, sin dejar de poseer las competencias básicas en todas las áreas de gestión de proyectos.

Para solicitar el PMI-SP[®], es necesario tener:

- Un título de cuatro años, con al menos 3.500 horas de experiencia de programación de proyectos y 30 horas de educación de programación de proyectos, O
- Un diploma de secundaria, con al menos 5,000 horas de experiencia de programación de proyectos y 40 horas de educación de programación de proyectos.

Cómo Aplicar

Para aplicar la certificación PMI-SP[®] se debe llenar el formulario y dar el examen.

Mantener su PMI-SP[®]

Como titular de una credencial PMI-SP[®], necesita acumular 30 PDUs por 1 ciclo de tres años.

(6).- Tomado de: <http://www.pmi.org/Certification/PMI-Scheduling-Professional-PMI-SP.aspx>

1.2.5.- PMI Risk Management Professional (PMI-RMP)[®] (7)

Profesional en Gestión de Riesgos de PMI (PMI-RMP)[®] es mundialmente reconocida y demandada, y satisface la necesidad de un papel especialista en gestión de riesgos de proyecto y demuestra habilidad y competencia.

Reconoce su experiencia única y la competencia en la evaluación y la identificación de los riesgos del proyecto, la mitigación de las amenazas y aprovechar las oportunidades, sin dejar de poseer las competencias básicas en todas las áreas de gestión de proyectos.

Para solicitar el PMI-RMP[®], es necesario tener:

- Un título de cuatro años, con al menos 3.000 horas de experiencia en la gestión de riesgos del proyecto y 30 horas de formación en gestión de riesgos del proyecto, O
- Un diploma de secundaria, con al menos 4.500 horas de experiencia en la gestión de riesgos del proyecto y 40 horas de formación en gestión de riesgos del proyecto.

Cómo Aplicar

Para aplicar la certificación PMI-RMP[®] se debe llenar el formulario y dar el examen.

Mantener su PMI-RMP[®]

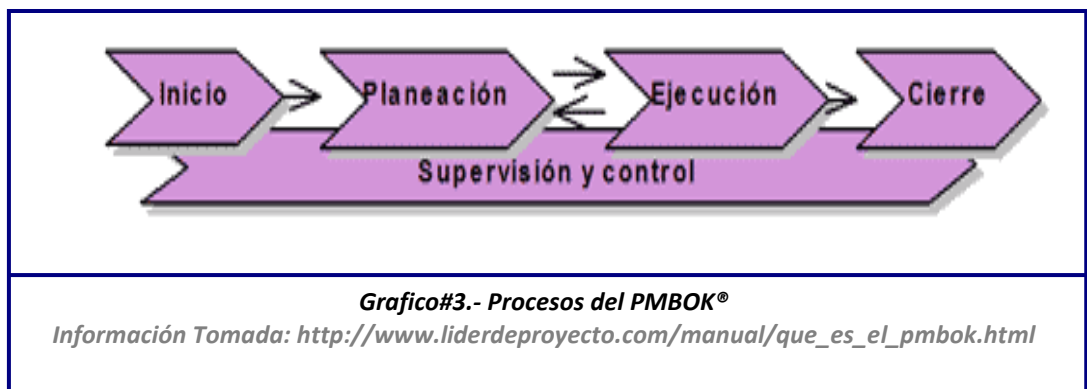
Como titular de una credencial PMI-RMP[®], necesita acumular 30 PDUs por 1 ciclo de tres años.

(7).- Tomado de: <http://www.pmi.org/Certification/PMI-Risk-Management-Professional-PMI-RMP.aspx>

1.3.- Definición de PMBOK®

La Guía del PMBOK® (A Guide to the Project Management Body of Knowledge) es un estándar en la gestión de proyectos desarrollado por el Project Management Institute (PMI). El PMBOK® es una colección o grupo de procesos y áreas de conocimiento generalmente aceptados como las mejores prácticas dentro de la gestión de proyectos. ⁽⁸⁾

Para que estas buenas prácticas sean asequibles, el PMBOK® divide el conjunto de conocimientos para la dirección de proyectos en cinco grupos de procesos: todo proyecto (así como sus distintas fases e iteraciones) tiene que transitar por una serie de actividades de inicio, de planeación, de ejecución y cierre, bajo el gobierno de un grupo de procesos más general de supervisión y control. ⁽⁹⁾

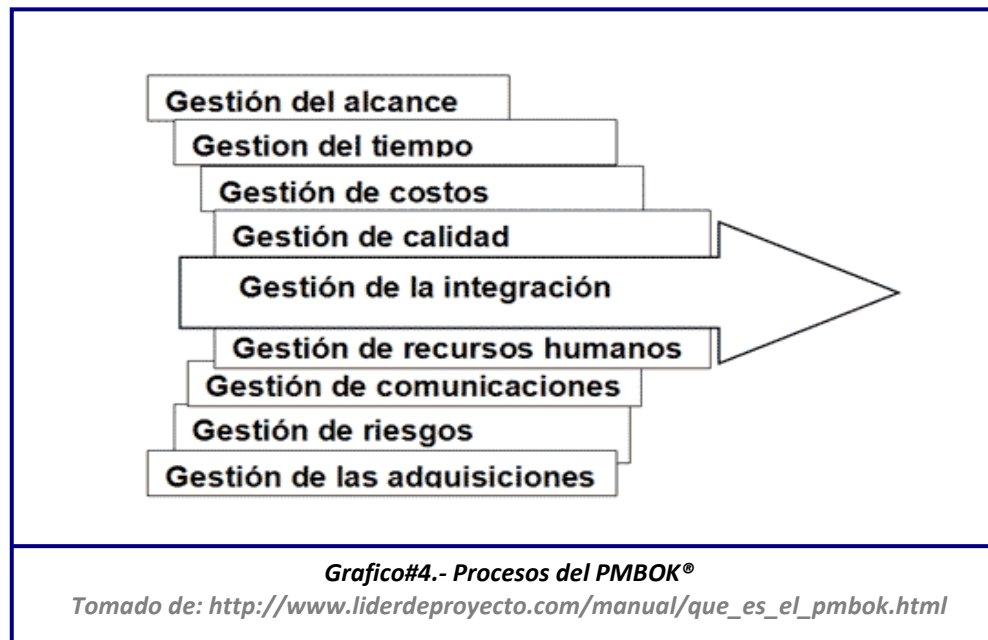


Adicional se ve representado por nueve áreas de conocimiento, y que son propiamente las que contienen las técnicas para poder realizar los proyectos. Las nueve áreas de conocimiento son: Gestión de la Integración del Proyecto, Gestión del Alcance del Proyecto, Gestión del Tiempo del Proyecto, Gestión de los Costes del

(8).- Tomado de: http://es.wikipedia.org/wiki/Project_Management_Body_of_Knowledge

(9).- Tomado de: http://www.liderdeproyecto.com/manual/que_es_el_pmbok.html

Proyecto, Gestión de la Calidad del Proyecto, Gestión de los Recursos Humanos del Proyecto, Gestión de las Comunicaciones del Proyecto, Gestión de los Riesgos del Proyecto, Gestión de las Adquisiciones del Proyecto.



Por último es importante decir que **“Cada proceso siempre tiene que pertenecer un grupo de procesos y un área de conocimiento”**, A continuación en una matriz se muestran los 42 procesos de la dirección de proyectos que existen y cada uno relacionándose a un grupo de procesos y un área de conocimiento.

PROCESOS DE UN ÁREA DE CONOCIMIENTO	GRUPO DE PROCESOS DE DIRECCIÓN DE PROYECTOS				
	Iniciación	Planificación	Ejecución	Seguimiento y Control	Cierre
Integración del Proyecto	1.Acta de Constitución del Proyecto	2.Plan de Gestión del Proyecto	3.Dirigir y Gestionar la Ejecución del proyecto	4. Supervisar y Controlar el Trabajo del proyecto. 5.Control Integrado de Cambios	6.Cerrar Proyecto o Fase
Alcance del Proyecto		7.Recopilar Requisitos 8.Definición del Alcance 9.Crear EDT		10.Verificación del Alcance 11.Control del Alcance	
tiempo del Proyecto		12.Definición de las Actividades 13.Secuencia de las actividades 14.Recursos de las Actividades 15.Duración de las Actividades 16.Desarrollo del Cronograma		17.Control del Cronograma	
Costos del Proyecto		18.Estimación de costos 19.Presupuesto de Costos		20.Control de Costos	
Calidad del Proyecto		21.Planificación de la Calidad	22.Aseguramiento de Calidad	23.Control de calidad	
Recursos Humanos del Proyecto		24.Planificación de los Recursos Humanos	25.Adquirir el equipo del Proyecto 26.Desarrollar el Equipo 27.Gestionar el Equipo		
Comunicaciones del Proyecto	28.Identificar a los interesados	29.Planificación de las Comunicaciones	30.Distribución de la Información 31.Gestionar las expectativas de los interesados	32.Informar el rendimiento	
Riesgos del proyecto		33.Gestión de Riesgos 34.Identificación de Riesgos 35.Análisis Cualitativo 36.Análisis Cuantitativo 37.Respuesta a los Riesgos		38.Seguimiento y Control de Riesgos	
Adquisiciones del Proyecto		39.Planificar las Adquisiciones	40.Ejecutar las Adquisiciones	41.Administración de las Adquisiciones	42.Cierre de las Adquisiciones

Grafico#5 - Matriz de grupos de procesos de Dirección de proyectos
Información Tomado de: Capítulo I "Que es un proyecto" del Modulo IV del Seminario de Tics

1.4.- Definición de PDU

Es la Unidad de Medida Profesional que se utiliza para cuantificar las actividades de capacitación y dedicación en administración de proyectos. Estas actividades deben estar relacionadas con temas de administración de proyectos, con actividad profesional como gerentes de proyectos o con actividades ofrecidas por entes reconocidos y R.E.P.s.

Actividades que Otorgan PDUs.

- Escribir un artículo relacionado a la administración de proyectos
- Dar un curso o una conferencia de administración de proyectos

Categorías de PDU ⁽¹⁰⁾

1. *Categoría 1: Educación académica formal:* Estudios formales en Gerencia de Proyectos ó Programas; en un semestre de 15 semanas se obtiene 15 PDU's.
2. *Categoría 2: Actividades profesionales y auto-aprendizaje:* Un número predeterminado de PDU's pueden ser ganados participando en actividades profesionales específicas como:
 - Categoría 2A: Autor ó Co-autor de un artículo en gerencia de proyectos ó programas en un periódico referido (p.e. "Project management Journal[®]") 30 PDU's por artículo (autor), 20 PDU's por artículo (Co-autor).

(10).- Tomado del formulario: "CCR Activity Reporting Form "-PMI

- Categoría 2B: Autor ó Co-autor de un artículo en gerencia de proyectos ó programas en un periódico no referido (p.e. "Project Management Network[®]") 15 PDU's por artículo (autor), 10 PDU's por artículo (Co-autor).
- Categoría 2C: Conferencista de Gerencia de Proyectos ó Programas en una Conferencia, Simposio, Taller, ó Curso Formal. 10 PDU's por actividad.
- Categoría 2D: Conferencista en temas de Gerencia de Proyectos ó Programas en una reunión organizada por el PMI (p.e. reuniones del capítulo PMI[®] en cada país). 5 PDU's por actividad.
- Categoría 2E: Miembro ó moderador en temas de Gerencia de Proyectos ó Programas en un panel de discusión en una Conferencia, Simposio, Taller ó Curso formal. 5 PDU's por actividad.
- Categoría 2F: Autor ó Co-autor de un libro referente a temas de Gerencia de Proyectos ó Programas. 40 PDU's (Autor), 20 PDU's (Co-autor).
- Categoría 2G: Creador de contenidos para un proyecto de Gerencia de Proyectos ó Programas para su aprendizaje didáctico. 10 PDU's por cada nuevo curso.
- Categoría 2H: Profesional en Gerencia de Proyectos ó Programas durante 1,500 horas ó más (en un año). 5 PDU's por un año (12 meses).
- Categoría 2 SDL: Actividades Profesionales de Auto-aprendizaje. Puede incluir actividades informales como discusiones, sesiones de acompañamientos con colegas, compañeros de trabajo, clientes ó consultores. Puede incluir artículos, libros, manuales, videos. Máximo 15 PDU's por ciclo (3 años).

3. *Categoría 3: Cursos ofrecidos por empresas certificadas como R.E.P.* Se pueden obtener PDU's asistiendo a cursos ofrecidos por organizaciones registradas ante el PMI® como R.E.P. (Proveedor Registrado de Educación). Usualmente otorgan 1 PDU por cada hora de contacto. La organizaciones registradas como R.E.P. las puede encontrar en el siguiente enlace: Directorio

1. *Categoría 4: Cursos ofrecidos por otros Proveedores de educación:* las horas de contacto de capacitación en Gerencia de Programas ó Proyectos se pueden obtener por medio de organizaciones no registradas ante el PMI®. Usualmente otorgan 1 PDU por cada hora de contacto.

NOTA: Se debe enviar al PMI® un formato diligenciado, junto con el certificado del curso, folleto y/ó materiales y las credenciales del instructor del curso.

5. *Categoría 5: Servicios profesionales voluntarios:* Proveer servicios profesionales en una organización de Gestión de proyectos los cuales no deben ser compensados por la organización; los servicios profesionales deben estar alineados con la *Guía del Pmbok®* para el proyecto que se trabaje. En el siguiente enlace encontrará las diferentes opciones que ofrece el PMI® para acceder a los servicios voluntarios en Gerencia de Proyectos: Profesionales Voluntarios.

1.5.- Definición de R.E.P. (Registered Education Providers).

Proveedor de Educación Registrado, son organizaciones aprobadas por el PMI® para emitir unidades de desarrollo profesional (PDU) para la formación de sus cursos.

El programa de R.E.P está diseñado para mejorar el desarrollo profesional continuo de los miembros PMI®, titulares de credenciales de PMI®, y otras partes interesadas por la gestión de proyectos, ofreciendo experiencias de aprendizaje de calidad y actividades relacionadas con el ámbito del proyecto. ⁽¹¹⁾

Ejemplos de R.E.P son: ⁽¹²⁾

- Consultores,
- Las escuelas,
- Centros de formación empresarial,
- Los organismos gubernamentales,
- Las asociaciones profesionales, y
- Otros proveedores de educación relacionadas con la gestión de proyectos

Para un nuevo solicitante R.E.P, se deberá enviar a PMI® una solicitud (***Ver Anexo#3: Formulario R.E.P***) con todos los requisitos y esperar su revisión y aprobación. El estado activo en el programa R.E.P comienza desde la fecha de aprobación y continúa todo el tiempo si está en buen estado.

(11).- Tomado de: <http://www.pmi.org/Professional-Development/REP-What-is-a-Registered-Education-Provider.aspx>

(12).- Tomado del formulario: "REP" "REPProgramApplication.aspx[1]"-PMI

1.5.1.- Categorías de R.E.P ⁽¹³⁾

Hay cinco categorías de R.E.P y todos deben cumplir los mismos requisitos de calidad de garantía.

1. Proveedor: Organizaciones de formación que ofrece una pequeña selección de los cursos (por lo general tres cursos o menos), \$ 1,250.00 (EE.UU.) cuota anual.
2. Proveedor Global: Las organizaciones de formación que ofrecen cursos de múltiples al público o para clientes privados. Autorizada para registrar un número ilimitado de cursos en la base de datos R.E.P, \$ 1,750.00 (EE.UU.) cuota anual.
3. Formación Interna del proveedor: los departamentos de formación dentro de las corporaciones o agencias gubernamentales que sólo ofrecen cursos para sus propios empleados, \$ 1,000.00 (EE.UU.) cuota anual.
4. GAC acreditados Carrera - Esta categoría está reservada para las universidades con programas de gestión de proyecto fin de carrera acreditados por el PMI[®] y el Centro Mundial de Acreditación. Esta categoría sólo se aplica al departamento o unidad dentro de la universidad que mantiene el grado acreditados, \$ 750.00 (EE.UU.) cuota anual.
5. PMI proveedor de componentes: Chartered PMI capítulos, los grupos de interés específicos (SIG) o universidades que ofrecen cursos de PMI[®] a sus miembros y el público, \$ 500.00 (EE.UU.) cuota anual.

(13).- Tomado del formulario: "REP "REPProgramApplication.ashx[1]"-PMI

CAPITULO II

REQUERIMIENTOS PARA SER UNA R.E.P.

A continuación se va a definir todos los requisitos necesarios y el proceso que se debe seguir para llegar a ser R.E.P, determinando los beneficios que la Universidad podrá obtener si aplica la certificación R.E.P.

2.1.- Requisitos para ser Proveedor de Educación Registrado ⁽¹⁴⁾

- Mostrar la madurez organizacional y ser una organización legal que se ha ofrecido formación de gestión de proyectos para al menos un año.
- Presentar pruebas de calidad en el diseño del producto, presentación y el contenido.
- Demostrar que el contenido del curso es consistente con los estándares del PMI® global u ofertas diferentes o nuevos conceptos que están claramente identificadas como tales en la comercialización y materiales de instrucción
- PDU debidamente certificado para la finalización del curso
- Oferta adecuada R.E.P representación de comercialización

Adicionalmente los nuevos solicitantes deben revisar los **Criterios y Responsabilidades R.E.P. (Capítulo: 2.2)** y **Directrices de Propiedad Intelectual PMI (Capítulo: 2.3)** para los representantes antes de completar y enviar la solicitud R.E.P.

(14).- Tomado de: <http://www.pmi.org/Professional-Development/REP-Become-a-Registered-Education-Provider.aspx>

2.2.- Criterios y Responsabilidades del Programa R.E.P ⁽¹⁵⁾

El solicitante debe presentar documentación que respalde la solicitud R.E.P, lo que indica que cumple con los 6 criterios y responsabilidades del programa de R.E.P:

2.2.1.-Criterio 1: Responsabilidades de la Organización

Los participantes para el programa R.E.P. deberá tener los recursos necesarios, las instalaciones, y apoyo administrativo para participar efectivamente en el programa.

(Ver Anexo#6: Criterio 1)

1. El proveedor debe cumplir con todas las leyes aplicables y los requisitos. Un departamento será el contacto que se encargará de administrar los informes necesarios de R.E.P., la documentación, y las comunicaciones.
 - Haber dictado cursos de proyectos por 1 año anterior a la solicitud.
 - Asignar departamento o persona responsable para las funciones R.E.P., en este caso asignamos a Galo Cornejo y Imelda Martillo como los responsables de este proyecto.
 - Tener misión y/o objetivos estratégicos que reflejen un compromiso con la excelencia educativa en la gestión de proyectos.
 - Proporcionar documentación (certificado de terminación, carta de asistencia, etc.) de finalización de los participantes de cada curso.
 - Garantizar registros de asistencia de participación y que se mantuvo durante mínimo de 1 año después de la finalización de un curso.
 - Representar con precisión el alcance y la calidad de sus servicios.
 - Realizar todas las operaciones en una ética profesional y forma legal.

- Deberá abstenerse de toda forma de discriminación
- Estar de acuerdo que el Estado de Pennsylvania, EE.UU. es la competencia exclusiva sobre todas las disputas que surjan en este acuerdo R.E.P.

2.2.2.-Criterio 2: Educación para el Desarrollo del Curso y Contenidos

Para asegurar que los cursos de proyectos ofrecen PDU adecuados, expertos revisará el contenido de las actividades antes de su entrega general al público. *(Ver Anexo#6: Criterio 2).*

1. El contenido de los cursos que se ofrecen para crédito de PDU deberá estar en concordancia con los conceptos y la terminología del *PMBOK*[®], será aceptable si: *(Ver Anexo#5: Estructura de los cursos)*
 - El contenido completo del curso se alinea con el *PMBOK*[®].
 - El contenido se alinea con el *PMBOK*[®] y las diferencias se denotan.
 - El contenido son alternativa al *PMBOK*[®] y se denota estas diferencias.
 - El contenido no abordan directamente a las Áreas de Conocimiento del *PMBOK*[®] en general, sino que abarca a la capacidad de gestión que apoyan al desarrollo de profesionales de gestión de proyectos.
2. Los diseñadores de los cursos serán calificados por la experiencia en el área, como la educación formal, la experiencia y otras credenciales en la materia.
3. Los expertos que desarrollan el contenido de los cursos serán calificados.
4. Los cursos deben ser diseñados claramente, identificando objetivos de aprendizaje

5. Todas las actividades y los materiales de los cursos se ajustará a los Esquemas/Plan de estudios de una manera clara y lógica.
6. Por lo menos un titular de la credencial PMP® debe revisar y aprobar el contenido completo de los cursos registrados en el programa R.E.P.
7. Se deben acatar la ley de propiedad intelectual para el uso de las marcas PMI.

2.2.3.-Criterio 3: Entrega del curso para la Evaluación Educación e Instructor

Para asegurarse de que se identifican objetivos del aprendizaje, los métodos de instrucción apropiados de entrega serán elegidos por los cursos. Además, instructores de los cursos serán elegidos sobre la base de experiencia probada en el campo, y su capacidad para facilitar el aprendizaje. *(Ver Anexo#6: Criterio 3)*

El proveedor deberá:

1. Procesos para seleccionar instructores calificados y garantizar la eficacia de instrucción de los cursos.
2. Utilizar métodos de enseñanza y recursos de aprendizaje adecuados para facilitar el logro de los objetivos de aprendizaje.
3. Asegurar que los instructores de los cursos destinados a créditos PDU posean la credencial de PMI®.
4. Asegurar que los cursos destinados a preparar candidatos para un examen de credencial de PMI® serán enseñados por instructores con credencial de PMI®.

2.2.4.-Criterio 4: Entrega de Unidades de Desarrollo a Profesionales (PDU)

Para asegurar que los participantes son galardonados con el número adecuado de PDU en la realización de un curso y que la asignación de los PDU es uniforme en todo el programa R.E.P. (*Ver Anexo#6: Criterio 4*)

1. El proveedor debe calcular el valor de la PDU de cada curso entregado a través de metodologías y métodos aceptados en la industria.
 - Curso entregado a través de la metodología tradicional cara a cara, se asigna 1 PDU para cada hora de contacto de la interacción de instrucción. Incrementos de 0.25 PDU pueden adjudicarse en horas de aprendizaje.
 - Para cursos aprobado para Unidades de Educación Continua (CEUs) gestionado por el Organismo Internacional de Asociación de Educación Continua y Capacitación (IACET), un (1) CEU equivale a 10 PDU.
 - Cursos entregados a través de medios no tradicionales (es decir, basados en la web sincrónica o asincrónica, conferencias de vídeo, audio conferencias, audio y cintas de vídeo, o interactivos CD-ROM se asignarán sobre la base de las PDU el tiempo promedio de horas necesarias para completar el curso con un mínimo de 10 participantes de la muestra.
2. Cada curso que se pongan en la Categoría 3 PDUs debe estar registrado en la base de datos R.E.P.

2.2.5.-Criterio 5: Evaluación y Mejora de los cursos

Garantizar que los cursos que se ofrecen en el programa R.E.P satisfacen las expectativas de los participantes y lograr objetivos de aprendizaje declarados, los proveedores tendrán un proceso para la mejora continua de sus cursos sobre la base de evaluaciones de los estudiantes, auditorías externas, o la supervisión de otros métodos. *(Ver Anexo#6: Criterio 5)*

1. Todos los cursos destinados a crédito de PDU se evaluarán a través de actividad o formas de evaluación o de otros medios de medir el grado de éxito en el cumplimiento de los objetivos de aprendizaje.
2. Regeneración de los cursos, evaluaciones se utilizará para mejorar continuamente los cursos.
3. Un cambio sustancial de 25% o más del contenido del curso requiere nueva presentación de un nuevo curso para la aprobación.

2.2.6.-Criterio 6: Marketing R.E.P - Representaciones

Para garantizar que los proveedores debe actuar con ética de manera profesional y honesta en sus relaciones con el PMI y el público y que la relación entre el PMI y el proveedor es con precisión y sin ambigüedades. *(Ver Anexo#6: Criterio 6)*

1. El proveedor sólo podrá utilizar logotipos R.E.P aprobado por PMI[®] y las declaraciones de marketing cuando representa a sí mismo como un R.E.P del PMI[®].
 - Utilice sólo el logotipo R.E.P aprobado y las declaraciones de marketing que se encuentran en el manual R.E.P más actual.

- Representar con precisión el alcance y la calidad de sus cursos.
- Garantizar que lo hará, en todo momento de manera honesta tanto en relación con PMI y con el público en general.
- No hacer manifestaciones o declaraciones de ninguna manera, la siguiente declaración es autorizado por el PMI® para su uso en relación con el programa Proveedor Registrado de Educación PMI: "[Nombre de la empresa] ha sido revisado y aprobado como proveedor de formación en gestión de proyectos por el Project Management Institute (PMI)". El proveedor también puede indicar lo siguiente: "Como Proveedor Registrado de Educación del PMI (R.E.P), [Nombre de la compañía] se ha comprometido a cumplir con PMI estableció la garantía de calidad criterios".
- Cumplir con todas las leyes y políticas sobre el uso de PMI y parte de Propiedad Intelectual de terceros, "El uso de PMI, el comercio, marcas de servicios de certificación, sólo para referirse a describir componentes PMI® o el Programa de Certificación de PMI®.
- Incluir notificación adecuada de la propiedad de PMI de sus derechos de autor, el comercio, servicio o certificación, las marcas de todos los usos.
- Se prohíbe el uso de cualquier comercio de PMI, servicio o marca de certificación en cualquier dominio nombre, cuenta de correo electrónico o nombre de la empresa.

(15).- Tomado del formulario:"REP "REPProgramApplication.aspx[1]"-PMI

2. Con el fin de garantizar la integridad de certificación PMI® del programa y el valor de credenciales PMI® a sus clientes, el proveedor debe cumplir las políticas publicitarias de PMI® en la publicidad de los cursos.

2.3.- Guías de Propiedad Intelectual del PMI-Instructivo para R.E.P.s ⁽¹⁶⁾

Uso adecuado de marca registrada ®

La primera vez que utilice un término registrado como PMP®, PgMP®, CAPM®, PMI-SP®, or PMI-RMP® en sus materiales didácticos, comerciales, o en una presentación, debe mostrar el símbolo de marca registrada(®) después de este.

La marca registrada (®) debe usarse la primera vez que un término registrado aparece en cada página de un sitio web, no sólo la primera vez que sea usado en el sitio web como un todo.

La marca registrada es un superíndice, lo que significa que se coloca en la parte superior derecha de la palabra. PMP®

Cuando se usa el nombre de la credencial y luego se muestra la abreviación la marca registrada ® va fuera del paréntesis

Project Management Professional (PMP)®

Al usar una marca registrada, la declaración de propiedad que la acompaña debe aparecer al pie de página. Esta es la declaración de propiedad del PMP®.

Project Management Professional (PMP)®
.....
.....
.....
PMP es una Marca registrada del Project Management Institute, Inc

La marca de registro® NO tiene que ser usada como parte de la declaración de propiedad.

PMI Scheduling Professional (PMI-SP)® El PMI Scheduling Professional (PMI-SP) es una marca registrada
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Cuando se mencione varios productos o servicios, puede combinar las declaraciones de propiedad que los acompañen.

PgMp, CAPM, OPM3 son marcas registradas del Project Management Institute, Inc.

Las abreviaciones de las certificaciones no deben ser usadas aisladamente como sustantivos. Estas deben ser SIEMPRE usadas como un adjetivo para describir algo.

La única excepción es después del nombre de una persona.

EL PMI-SP® Examen de PMP®	Forma Incorrecta Forma correcta
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NO utilice la marca cuando sólo se refiera al Project Management Institute.

“EL PMI® se encuentra ubicado en Pennsylvania” Forma Incorrecta

“EL PMI se encuentra ubicado en Pennsylvania” Forma Correcta
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Use la marca registrada cada vez que PMI sea usado como una Marca comercial, con uno de sus productos o servicios.

(16).- Tomado de: <http://www.pmi.org/Professional-Development/~//media/PDF/Professional-Development/Spanish%20PMI%20Intellectual%20Property%20Guidelines%20REP%20Tutorial%20121010.ashx>

2.4.- Proceso para la certificación R.E.P ⁽¹⁷⁾

Una vez revisado los criterios y responsabilidades del programa R.E.P y la Guía de Propiedad Intelectual del PMI®, se presenta la solicitud completa del programa de aplicación R.E.P, para que sea comprobada por el personal de PMI. (*Ver Anexo#3: Formulario R.E.P*)

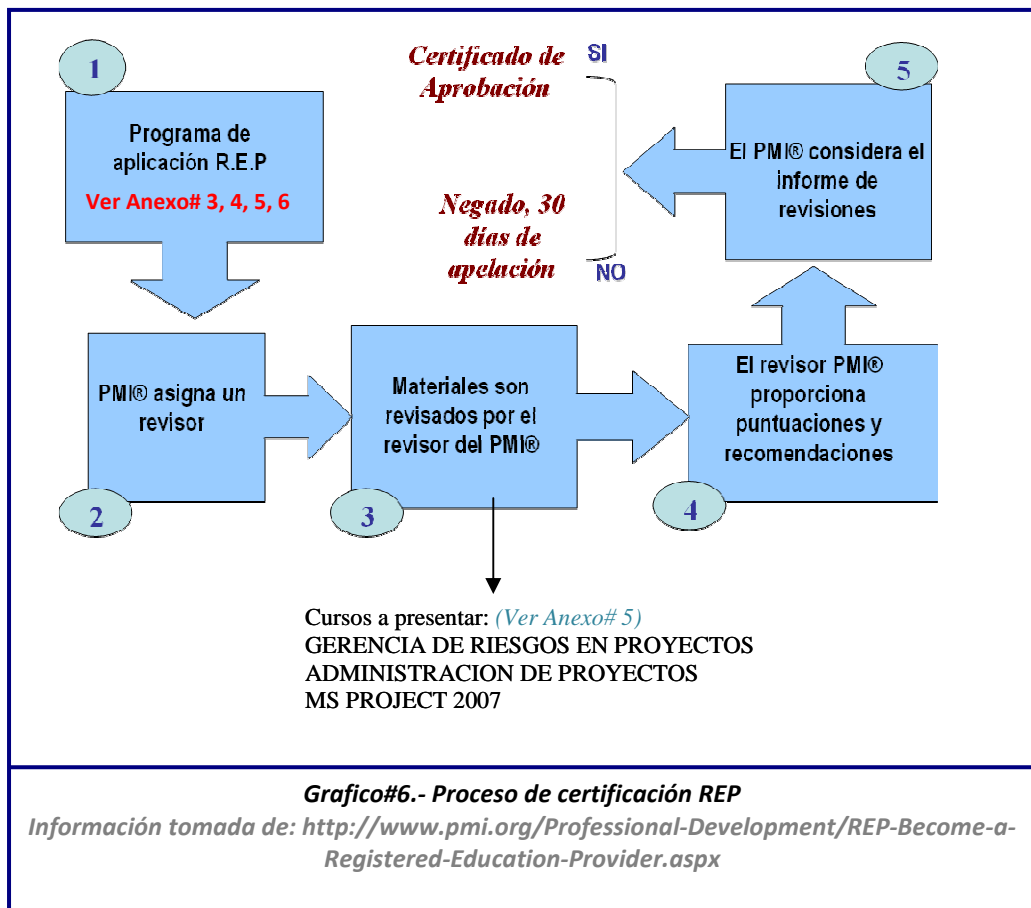
Antes de aplicar la solicitud, el PMI asigna un revisor

1. El formulario, el cual incluye los materiales del curso principales para la organización, se envía al revisor, que utiliza un conjunto de directrices para llevar a cabo la revisión.
2. El revisor PMI proporciona un resumen con una hoja de puntuaciones estándares y recomendaciones.
3. El PMI considera las recomendaciones del revisor y adicional la información que la organización ha presentado al PMI, luego éste informa de la decisión a la organización. Si se aprueba, el PMI le enviará un certificado de aprobación e ingresará a la base de datos de los R.E.P para su búsqueda. Si se le niega la aprobación, se tiene 30 días para apelar.
4. El proceso de aplicación general, dura entre 30 y 35 días. Las organizaciones que son R.E.P son re-evaluados cada tres años, y las auditorías al azar se puede realizar para garantizar la calidad.

Si un Programa solicitante R.E.P se le niega la aprobación, tienen 30 días para completar el "proceso de apelación."

Los solicitantes que son rechazados al final del proceso de apelación, debe esperar un año desde la presentación de la solicitud original para volver a aplicar al Programa de R.E.P.

Para un mayor entendimiento, a continuación se tiene el flujo, que detalla de forma organizada todos los puntos que involucran en el proceso para obtener la certificación de Proveedor de Educación Registrado R.E.P de PMI®.



(17).- Tomado de: <http://www.pmi.org/Professional-Development/REP-Become-a-Registered-Education-Provider.aspx>

2.5.- Beneficios de un R.E.P ⁽¹⁸⁾

Beneficios que obtendrá la Universidad Católica de Santiago de Guayaquil en la categoría de Proveedor.

1. Autorización para publicar la Universidad como Proveedor de Educación Registrado.
2. Licencia para utilizar adecuadamente el logotipo oficial R.E.P de PMI[®], en materiales de promoción y por supuesto en consonancia con las políticas del programa.
3. Anuncio de su "Perfil de Proveedor" y otra información de la universidad en el Directorio de Proveedores PMI.org.
4. Presentación de los cursos inscritos en el Listado de los Cursos de PMI.org
5. Enlaces de la web directamente al sitio Web del proveedor de la búsqueda R.E.P. mediante el Directorio de Proveedores.
6. Actualización mensual de "boletín de noticias.
7. Acceso exclusivo a las solicitudes de propuestas (RFP) de las organizaciones que buscan la formación en la gestión de proyectos.
8. Publicidad patrocinada por el PMI[®]
9. Acceso al sitio de la comunidad en línea R.E.P., para la información actualizada de eventos patrocinados por el PMI[®]

10. El R.E.P.s recibe un descuento del 25% de descuento por parte del PMI para artículos/papales pedidos a través del James R. Snyder Center for Project Management Knowledge & Wisdom.
11. Un descuento del 40 % en la mayoría de las publicaciones de PMI comprado a través de la librería de PMI.
12. Licencia limitada para la reproducción del material en la mayoría de las recientes del PMBOK®.
13. Vinculación a la pagina web del PMI, el Proveedor de Educación Registrado esta permitido para redireccionarse a la página web oficial PMI.org, usando el logo del PMI en la propia página del R.E.P

2.6.- Registrar nuevos cursos en la base de datos R.E.P

Nuevos cursos pueden ser registrados electrónicamente, R.E.P Formulario de Descripción del curso, o enviados a través de fax, datos adjuntos de correo electrónico y servicio postal.

El tiempo de vuelta en el campo original que se asocia a la organización solicitante R.E.P es de aproximadamente dos semanas después de que el solicitante es aprobado en el programa de R.E.P.

Después de la inscripción en el programa de R.E.P, otros cursos que el R.E.P sostiene durante todo el año con el R.E.P Administrativo actualizaciones de la Web tomará aproximadamente dos días para ser aceptado.

(18).- Tomado del formulario:"REP "REPProgramApplication.ashx[1]"-PMI

2.7.- Beneficiarios

Directos

- Estudiantes universitarios UCSG
- Estudiantes de otras Universidades
- Profesionales que se desenvuelvan en el ámbito de proyectos

Indirectos

- La Sociedad.

2.8.- Renovación y Mantenimiento de la Universidad Católica de Santiago Guayaquil como Proveedor de Educación Registrado (R.E.P) ⁽¹⁹⁾

Una vez que la universidad se convierta en R.E.P, deberá pagar anualmente la cuota de inscripción y someterse a revisiones periódicas de la organización y de sus cursos cada tres años para garantizar la calidad permanente del programa. El PMI realizará auditorías periódicas, donde la universidad podrá ser elegida para la auditoria basada en la retroalimentación del cliente, o podrá ser seleccionada al azar para su revisión.

La universidad como R.E.P, recibirá el acceso a recursos en línea que ayudará a estar al corriente en el programa, también a promoverse como R.E.P y explorar nuevas oportunidades de negocio.

A través de la página web del PMI (www.pmi.org), la universidad podrá acceder a:

R.E.P. Marketing Portal (<https://marketing.pmi.org/>)

Para descargar archivos y materiales, que le ayudará a:

- Explicar el significado de la designación R.E.P a sus clientes;
- Promover la gestión de proyectos, y
- Proporcionar información sobre los productos de PMI y servicios a organizaciones y profesionales.

R.E.P. Administrative Updates Site (<https://ccrs.pmi.org/>)

Para actualizar la información, y pueden:

- Crear y registrar un nuevo curso de R.E.P
- Realizar cambios en el Perfil de la universidad, que es lo que ven los usuarios cuando buscan el Directorio de Proveedores R.E.P.
- Ver la transcripción de todos los cursos registrados.

Para acceder a estos sitios web, hay que escribir el número de identificación de cuatro dígitos y la contraseña de la organización R.E.P.

Nota: El número de identificación de PM[®] I y la contraseña de un R.E.P son diferentes de los números de identificación de miembro de PMI[®] de cualquier individuo en la organización.

CAPITULO III

CONTROLES DE ÉXITO DEL PROYECTO

3.1.- Plan de Gestión de Calidad

Se ha implementado el Plan de Calidad del Proyecto, con el fin de medir la culminación del proyecto de manera eficiente y eficaz. Se establecen técnicas de medición de los entregables a través de métricas las cuales consisten:

- Reuniones semanales del grupo del Proyecto junto con el tutor
- Cumplir con las tutorías semanales de acuerdo al cronograma establecido por la Dirección de Formación Tecnológica
- Hitos del cronograma
- Presustentaciones
- Avances del entregable del formulario de Aplicación R.E.P
- Avances del entregable del programa de Cursos a dictar

Para poder cumplir con la calidad del proyecto se tomarán acciones correctivas y preventivas de las observaciones que realice el tutor al grupo y de las presustentaciones realizadas ante el comité. Estas acciones correctivas se presentarán a través de un Plan de Gestión de Cambios.

3.2.- Plan de Comunicación

Este plan tiene la finalidad de dar a conocer la interacción entre los miembros del grupo Editha Sarmiento, Cinthya Porro, Tutor del Proyecto Edgar Álvarez y otras personas, miembros del comité involucradas en el Desarrollo y presentación del Proyecto de Seminario.

- La comunicación entre los participantes ha fluido de la siguiente forma:
- Comunicación del avance del proyecto entre los 2 miembros del grupo 3 veces a la semana con una duración de 1h.
- Presentación de Tutorías supervisadas por el Ing. Edgar Álvarez, 1 día a la semana.
- Envío de correcciones del proyecto a través de correo electrónico al tutor.
- Notificaciones de cambio de fecha de presentación de las tutorías a través de mensajes celulares y correos electrónicos.

3.3.- Plan de riesgos

Este plan tiene como objetivo realizar un análisis sobre los posibles riesgos que se pueden presentar en la realización de este proyecto. En lo cual se define la siguiente ponderación de probabilidad para cada riesgo con la estrategia de mitigación.

PROBABILIDAD	VALOR
Baja	0-20%
Media	20%-60%
Alta	60%-100%

POSIBLES RIESGOS	VALOR	PROBABILIDAD	ESTRATEGIA DE MITIGACION.
Cambio de fechas del cronograma de actividades del seminario.	20%	BAJA	Revisión de correos por los comunicados de cambios Llamadas a la universidad
Retraso en la elaboración del proyecto	20%	BAJA	Controlar las actividades con el cumplimiento del cronograma
Poca colaboración de la administración de la UCSG	50%	MEDIA	Establecer responsabilidades en el proyecto.

3.4.- Plan de cambios

Los controles de cambios se basaran en reuniones, esta reuniones se las realizaran en la sesiones de Tutoría que los integrantes del grupo mantienen con el Tutor. En los controles de cambio los involucrados revisaran y certificaran que dentro de la planificación y la certificación se han cubierto todos los posibles riesgos de impacto que conllevan el cambio. Las tutorías serán establecidas para cada martes de 19:00 – 20:30 previamente confirmación por correo electrónico, llamada celular, mensaje de texto entre los Integrantes del Proyecto, tutor, o el Director del Centro de Información tecnológica Inelda Martillo.

El control de cambios afectará el cronograma establecido, documentación del proyecto y los entregables del Proyecto. Así mismo se mantiene un registro de las Tutorías y los cambios realizados, a través de la Hoja de Requerimientos de Cambio.

(Ver Anexo#1: Control de Cambios).

Requerimiento de Cambios			
Nombre de Documento			
Código del Documento		Fecha:	
Tipo de Cambio	<input type="checkbox"/> Temporal <input type="checkbox"/> Permanente		
Razón del Cambio			
Descripción del Cambio			
Integrantes		Fecha de Reunión	Firma

CAPITULO IV

COSTO Y ANALISIS DEL PROYECTO

4.1.- Factibilidad del proyecto

4.1.1 Recurso Humano

El proyecto empieza con 3 profesionales con certificación PMP[®], cada uno de ellos destinados a cada curso a dictar. *(Ver Anexo#4: Perfil del Docente).*

4.1.2 Recurso Tecnológico

La Factibilidad técnica consiste en realizar una evaluación de la tecnología existente en la UNIVERSIDAD CATÓLICA DE SANTIAGO DE GUAYAQUIL, este estudio estuvo destinado a recolectar información sobre los componentes técnicos que poseen los laboratorios de la Universidad Católica.

Facultad de Ingeniería:

- 5 Laboratorios correctamente equipados
- 5 proyectores

Los laboratorios deben estar equipados por lo menos con 30 equipos que deben reunir las siguientes características:

COMPONENTE	REQUISITOS
Equipo y procesador	Procesador de 700 megahercios (MHz) o superior
Memoria	512 megabytes (MB) de RAM como mínimo
Disco duro	1,5 gigabytes (GB); una parte de este espacio se liberará después de la instalación si se elimina el paquete de descarga original del disco duro.
Unidad	Unidad CD-ROM o DVD
Pantalla	Como mínimo 800x600; se recomienda un monitor con resolución de 1024x768 o superior
Sistema operativo	Sistema operativo Microsoft Windows XP con Service Pack (SP) 2, Windows Server 2003 con SP1 o posterior. ¹
Otros	<p>Para algunas funciones de colaboración avanzada, se necesita Microsoft Windows Server 2003 SP1 o posterior ejecutando Microsoft Windows SharePoint Services. Para usar la función Importar tareas de Outlook, se necesita Microsoft Office Outlook 2003 SP2 o posterior. Visual Reports requiere Microsoft Office Excel 2003 SP2 o posterior y Microsoft Office Visio Professional 2007.</p> <p>Project Professional y Project Server 2007 son necesarios para las funciones de administración de proyectos y recursos empresariales. Para importar tareas de la lista de tareas o el calendario de Outlook, se necesita Microsoft Office Project Web Access y Outlook 2003 SP2 o posterior.</p> <p>Se necesita Windows SharePoint Services 3.0 (instalado como parte de Microsoft Office Project Server 2007) para publicar proyectos, Windows Workflow Foundation y la lista de tareas de Project. El Asistente para la sustitución de recursos requiere Microsoft .Net Framework versión 2.0.</p> <p>Internet Explorer 6.0 o posterior, sólo exploradores de 32 bits. Para la funcionalidad de Internet se necesita acceso a Internet (que puede estar sujeto a tarifas).</p>
Adicional	Los requisitos actuales y la funcionalidad del producto pueden variar en función del sistema operativo y la configuración del sistema.

Grafico#7.- Características de computadoras

Información tomada de: <http://office.microsoft.com/es-hn/products/requisitos-de-la-version-2007-microsoft-office-system-HA010166865.aspx>

Equipamiento de aulas de clase

Las aulas para los cursos que no requieren que los estudiantes hagan uso de un computador deben por lo mínimo una computadora para el profesor, pantallas y/o pizarras interactivas, Internet y proyector multimedia, asientos confortables, claridad.

4.1.3 Recurso Económico

4.1.3.1 Programa de Aplicación R.E.P

Cuando la universidad envíe el formulario de Aplicación R.E.P (*Ver Anexo#3: Formulario R.E.P*), deberá pagar el valor de inscripción que es el \$ 1.250,00 dólares, más el costo el proceso de solicitud \$250 en donde el PMI[®] asigna un revisor para la revisión del formulario, cuya suma seria \$1500,00 dólares.

PRESUPUESTO PARA SER R.E.P	VALOR
Inscripción R.E.P –Proveedor	\$ 1.250,00
Proceso de solicitud de Revisión	\$ 250,00
Inscripción de 3 cursos	\$ -
Total	\$ 1.500,00

Grafico#8.- Inversión de Suscripción REP
Información tomada de: Formulario REP de PMI

4.1.3.2 Preparación de Docentes

Es importante que la universidad capacite a tres Docentes que cumplan con el perfil necesario (*Ver Anexo#4: Perfil del Docente*), ya que los cursos de proyectos, deberán ser dictados por profesionales certificados PMP®, según lo que establece el PMI®. A continuación se presenta los valores del Examen para PMP (*Grafico #9*):

EXAMEN PMP	MIEMBRO DE PMI®	NO MIEMBRO DE PMI®
Primer Examen	\$ 405,00	\$ 555,00
Examen Adicional	\$ 275,00	\$ 375,00

Grafico#9.- Costos de examen de certificación PMP
Información tomada de: www.pmi.org

La Universidad Católica de Santiago de Guayaquil deberá cubrir el costo de un curso de capacitación a los 3 Docentes de un valor de \$2350,00 dólares., para posterior apliquen al examen de certificación. Asumiendo que los tres Docentes no son miembros de PMI®, deberá cancelar \$ 555 dólares por el examen de certificación PMP® y en el caso de no aprobar deberá cancelar \$ 375 dólares por un examen adicional (que luego la universidad se lo cobrará al docente).

	NO Miembro de PMI®	Nº	Total
Primer Examen	\$ 555,00	3	\$ 1665,00
Examen Adicional	\$ 375,00	3	\$ 1125,00
Costo del examen PMP	\$ 930,00	3	\$ 2790,00
Curso de Preparación a Docente	\$ 2350,00	3	\$ 7050,00
Inversión inicial de docentes	\$ 3280,00		\$ 9840,00
Descuento examen adicional a docente	\$ 375,00	3	\$ 1125,00
Total de inversión a docentes	\$ 2905,00	3	\$ 8715,00

Grafico#10.- Inversión para docentes
Información tomada de: www.pmi.org y *New horizons*

4.1.3.3 Cursos a dictar

Se ha seleccionado 3 cursos iniciales

- Curso Administración de Proyecto.
- Curso Microsoft® Project 2007 bajo los lineamientos del PMI®
- Gerencia de Riesgos en Proyectos

Estos cursos han sido revisados por un profesional certificado PMP® Ing. Edgar Álvarez.

4.1.3.3.1.- Curso Administración de Proyecto.

El curso de Administración de proyectos (*Ver Anexo#5: Primer Curso*) tendrá una duración de 25 horas tal como se detalla en la tabla.

El costo del curso será de \$220 por alumno, la capacidad del curso será para 20 alumnos. El docente tiene un costo x hora de \$100.

Los cursos son dictados pasando el periodo de 2 meses. Habiendo transcurrido 1 año de dictar cursos se incrementará el 10% al valor del curso (2do año).

La Universidad Católica de Santiago de Guayaquil como parte del proceso para convertirse en R.E.P deberá cancelar el programa de aplicación con un valor \$1.500.00 y anualmente el valor de la inscripción \$1,250.00 que en este caso lo tomamos como un gasto, y se considera la preparación y el examen PMP del docente que es de \$2905.00 dólares.

Curso Administración de Proyecto

DETALLE DEL CURSO	
Numero alumnos	20
Horas curso	25
Incremento 10% en 2do año	10%
Salario del Docente	\$ 100
Materiales del curso en CD	\$ 4
Costo del curso PRIMER AÑO	\$ 220
Costo del curso	\$ 110
Gastos administrativos 25%	\$ 55
Participación universitaria 25%	\$ 55
Costo del curso SEGUNDO AÑO	\$ 242
Costo del curso	\$ 121
Gastos administrativos 25%	\$ 61
Participación universitaria 25%	\$ 61

SEMANA	HORAS			
	L	M	M	J
SEMANA 1	2	2	2	2
SEMANA 2	2	2	2	2
SEMANA 3	3	2	2	2

EL porcentaje de Gastos Administrativos y Participación Universitaria han sido proporcionados por Ing. Inelda Martillo – Directora del Centro de formación tecnológica

FLUJO DE CAJA: CURSO ADMINISTRACION DE PROYECTOS									
	PRIMER AÑO					SEGUNDO AÑO			
	0	1	4	7	10	13	16	19	22
INGRESOS									
Venta total por curso		\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,840.00	\$ 4,840.00	\$ 4,840.00	\$ 4,840.00
Valor del curso		\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00
Gastos administrativos 25%		\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,210.00	\$ 1,210.00	\$ 1,210.00	\$ 1,210.00
Participacion universitaria 25%		\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,210.00	\$ 1,210.00	\$ 1,210.00	\$ 1,210.00
INVERSION									
Programa de Aplicación REP	(1,250.00)								
Proceso de solicitud REP	(250.00)								
Curso de preparacion a docentes	(2,350.00)								
Examen PMP a docentes	(555.00)								
TOTAL INGRESOS		\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,840.00	\$ 4,840.00	\$ 4,840.00	\$ 4,840.00
EGRESOS									
Salario docente		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Materiales en CD		\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Renovacion de suscripcion REP						(1,250.00)			
TOTAL EGRESOS		\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 3,830.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00
UAI		\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,010.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00
Impuesto		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UAI		\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,010.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00
FLUJO NETO EFECTIVO	(4,405.00)	\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,010.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00
Valor Acumulado		-\$ 2,585.00	-\$ 765.00	\$ 1,055.00	\$ 2,875.00	\$ 3,885.00	\$ 6,145.00	\$ 8,405.00	\$ 10,665.00
TRP (TIR) Tasa interna de retorno	0.38								
VPN (VNA) Valor actual neto	\$ 5,481.04								

*El porcentaje de Gastos Administrativos y Participación Universitaria han sido proporcionados por Ing. Inelda Martillo – Directora del Centro de formación tecnológica
El pago de la Suscripción REP por un valor \$ 1500 y la renovación anual por un valor \$1250 será cargado en un solo curso Administración de Proyectos
El pago de capacitar a los docentes para PMP será cargado a cada curso. Un docente por curso
A partir del 2do año de haber dictado el curso se realizará un incremento del 10% al valor del curso*

4.1.3.4.1 Curso Microsoft® Project 2007 bajo los lineamientos del PMI®

El curso de Administración de proyectos (*Ver Anexo#5: Segundo Curso*) tendrá una duración de 40 horas tal como se detalla en la tabla.

El costo del curso será de \$300 por alumno, la capacidad del curso será para 20 alumnos. El docente tiene un costo x hora de \$100.

Los cursos son dictados pasando el periodo de 2 meses. Habiendo transcurrido 1 año de dictar cursos se incrementará el 10% al valor del curso (2do año).

Una vez que la Universidad Católica de Santiago de Guayaquil se convierta en R.E.P deberá cancelar anualmente el valor de la inscripción \$1,250.00 que en este caso lo tomamos como un gasto, y se considera la preparación y el examen PMP del docente que es de \$2905.00 dólares.

No toma en consideración el valor de \$1500 del programa de aplicación puesto que ya se recuperó en el curso de Administración de Proyectos.

Curso Microsoft® Project 2007 bajo los lineamientos del PMI®

DETALLE DEL CURSO	
Numero alumnos	20
Horas curso	40
Incremento 10% en 2do año	10%
Salario del Docente	\$ 100
Materiales del curso en CD	\$ 4
Costo del curso PRIMER AÑO	\$ 300
Costo del curso	\$ 150
Gastos administrativos 25%	\$ 75
Participación universitaria 25%	\$ 75
Costo del curso SEGUNDO AÑO	\$ 330
Costo del curso	\$ 165
Gastos administrativos 25%	\$ 83
Participación universitaria 25%	\$ 83

SEMANA	HORAS				
	L	M	M	J	V
SEMANA 1	2	2	2	2	2
SEMANA 2	2	2	2	2	2
SEMANA 3	2	2	2	2	2
SEMANA 4	2	2	2	2	2

EL porcentaje de Gastos Administrativos y Participación Universitaria han sido proporcionados por Ing. Inelda Martillo – Directora del Centro de formación tecnológica

FLUJO DE CAJA: CURSO MICROSOFT® PROJECT 2007 BAJO LOS LINEAMIENTOS DEL PMI®									
	PRIMER AÑO					SEGUNDO AÑO			
	0	1	4	7	10	13	16	19	22
INGRESOS									
Venta total por curso		\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00
Valor del curso		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
Gastos administrativos 25%		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
Participacion universitaria 25%		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
INVERSION									
Programa de Aplicación REP	-								
Proceso de solicitud REP	-								
Curso de preparacion a docentes	(2,350.00)								
Examen PMP a docentes	(555.00)								
TOTAL INGRESOS		\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00
EGRESOS									
Salario docente		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Materiales en CD		\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Renovacion de suscripcion REP						\$ 0.00			
TOTAL EGRESOS		\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00
UAI		\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00
Impuesto		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UAI		\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00
FLUJO NETO EFECTIVO	(2,905.00)	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00
Valor Acumulado		-\$ 985.00	\$ 935.00	\$ 2,855.00	\$ 4,775.00	\$ 7,295.00	\$ 9,815.00	\$ 12,335.00	\$ 14,855.00
TRP (TIR) Tasa interna de retorno	0.67								
VPN (VNA) Valor actual neto	\$ 8,637.09								

EL porcentaje de Gastos Administrativos y Participación Universitaria han sido proporcionados por Ing. Inelda Martillo – Directora del Centro de formación tecnológica

El pago de la Suscripción REP por un valor \$ 1500 y la renovación anual por un valor \$1250 será cargado en un solo curso Administración de Proyectos

El pago de capacitar a los docentes para PMP será cargado a cada curso. Un docente por curso

A partir del 2do año de haber dictado el curso se realizará un incremento del 10% al valor del curso

4.1.3.4 Gerencia de riesgos en proyectos

El curso de Administración de proyectos (*Ver Anexo#5: Tercer Curso*) tendrá una duración de 25 horas tal como se detalla en la tabla.

El costo del curso será de \$280 por alumno, la capacidad del curso será para 20 alumnos. El docente tiene un costo x hora de \$100.

Los cursos son dictados pasando el periodo de 2 meses. Habiendo transcurrido 1 año de dictar cursos se incrementará el 10% al valor del curso (2do año).

Una vez que la Universidad Católica de Santiago de Guayaquil se convierta en R.E.P deberá cancelar anualmente el valor de la inscripción \$1,250.00 que en este caso lo tomamos como un gasto, y se considera la preparación y el examen PMP del docente que es de \$2905.00 dólares.

No toma en consideración el valor de \$1500 del programa de aplicación puesto que ya se recuperó en el curso de Administración de Proyectos.

Curso de Gerencia de Riesgos en Proyectos

DETALLE DEL CURSO	
Numero alumnos	20
Horas curso	25
Incremento 10% en 2do año	10%
Salario del Docente	\$ 100
Materiales del curso en CD	\$ 4
Costo del curso PRIMER AÑO	\$ 280
Costo del curso	\$ 140
Gastos administrativos 25%	\$ 70
Participación universitaria 25%	\$ 70
Costo del curso SEGUNDO AÑO	\$ 308
Costo del curso	\$ 154
Gastos administrativos 25%	\$ 77
Participación universitaria 25%	\$ 77

SEMANA	HORAS			
	L	M	M	J
SEMANA 1	2	2	2	2
SEMANA 2	2	2	2	2
SEMANA 3	2	2	3	2

EL porcentaje de Gastos Administrativos y Participación Universitaria han sido proporcionados por Ing. Inelda Martillo – Directora del Centro de formación tecnológica

b

FLUJO DE CAJA: CURSO GERENCIA DE RIESGOS EN PROYECTOS									
	PRIMER AÑO					SEGUNDO AÑO			
	0	1	4	7	10	13	16	19	22
INGRESOS									
Venta total por curso		\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 6,160.00	\$ 6,160.00	\$ 6,160.00	\$ 6,160.00
Valor del curso		\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00
Gastos administrativos 25%		\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,540.00	\$ 1,540.00	\$ 1,540.00	\$ 1,540.00
Participacion universitaria 25%		\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,540.00	\$ 1,540.00	\$ 1,540.00	\$ 1,540.00
INVERSION									
Programa de Aplicación REP	-								
Proceso de solicitud REP	-								
Curso de preparacion a docentes	(2,350.00)								
Examen PMP a docentes	(555.00)								
TOTAL INGRESOS		\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 6,160.00	\$ 6,160.00	\$ 6,160.00	\$ 6,160.00
EGRESOS									
Salario docente		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Materiales en CD		\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Renovacion de suscripcion REP						\$ 0.00			
TOTAL EGRESOS		\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00
UAI		\$ 3,020.00	\$ 3,020.00	\$ 3,020.00	\$ 3,020.00	\$ 3,580.00	\$ 3,580.00	\$ 3,580.00	\$ 3,580.00
Impuesto		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UAI		\$ 3,020.00	\$ 3,020.00	\$ 3,020.00	\$ 3,020.00	\$ 3,580.00	\$ 3,580.00	\$ 3,580.00	\$ 3,580.00
FLUJO NETO EFECTIVO	(2,905.00)	\$ 3,020.00	\$ 3,020.00	\$ 3,020.00	\$ 3,020.00	\$ 3,580.00	\$ 3,580.00	\$ 3,580.00	\$ 3,580.00
Valor Acumulado		\$ 115.00	\$ 3,135.00	\$ 6,155.00	\$ 9,175.00	\$ 12,755.00	\$ 16,335.00	\$ 19,915.00	\$ 23,495.00
TRP (TIR) Tasa interna de retorno	1.05								
VPN (VNA) Valor actual neto	\$ 14,418.91								

*El porcentaje de Gastos Administrativos y Participación Universitaria han sido proporcionados por Ing. Inelda Martillo – Directora del Centro de formación tecnológica
El pago de la Suscripción REP por un valor \$ 1500 y la renovación anual por un valor \$1250 será cargado en un solo curso Administración de Proyectos
El pago de capacitar a los docentes para PMP será cargado a cada curso. Un docente por curso
A partir del 2do año de haber dictado el curso se realizará un incremento del 10% al valor del curso*

4.2.-Análisis Costo-Beneficio

En esta sección se muestra los flujos de caja de los 3 cursos a dictar como parte del proyecto.

CURSO ADMINISTRACIÓN DE PROYECTO

A continuación se muestra los valores que se obtuvieron del flujo de caja del Proyecto del curso de Administración de Proyecto que se dictaron en los primeros 2 años.

Tabla de Valores de Ingreso y Egreso

	PRIMER AÑO				SEGUNDO AÑO			
	1	4	7	10	13	16	19	22
INGRESOS	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,840.00	\$ 4,840.00	\$ 4,840.00	\$ 4,840.00
EGRESOS	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 3,830.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00

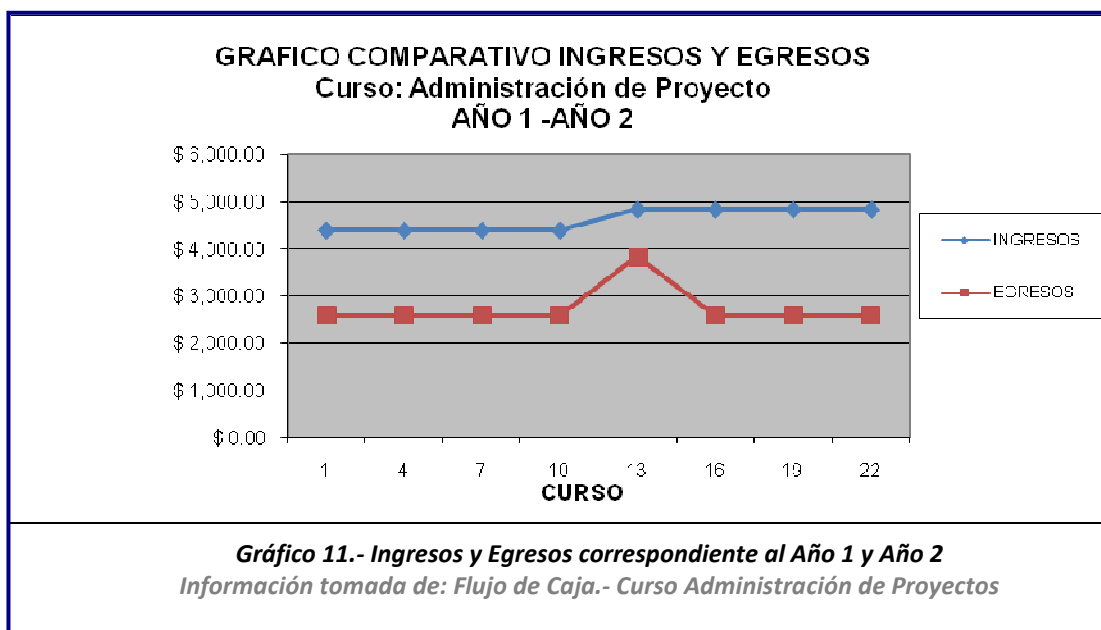
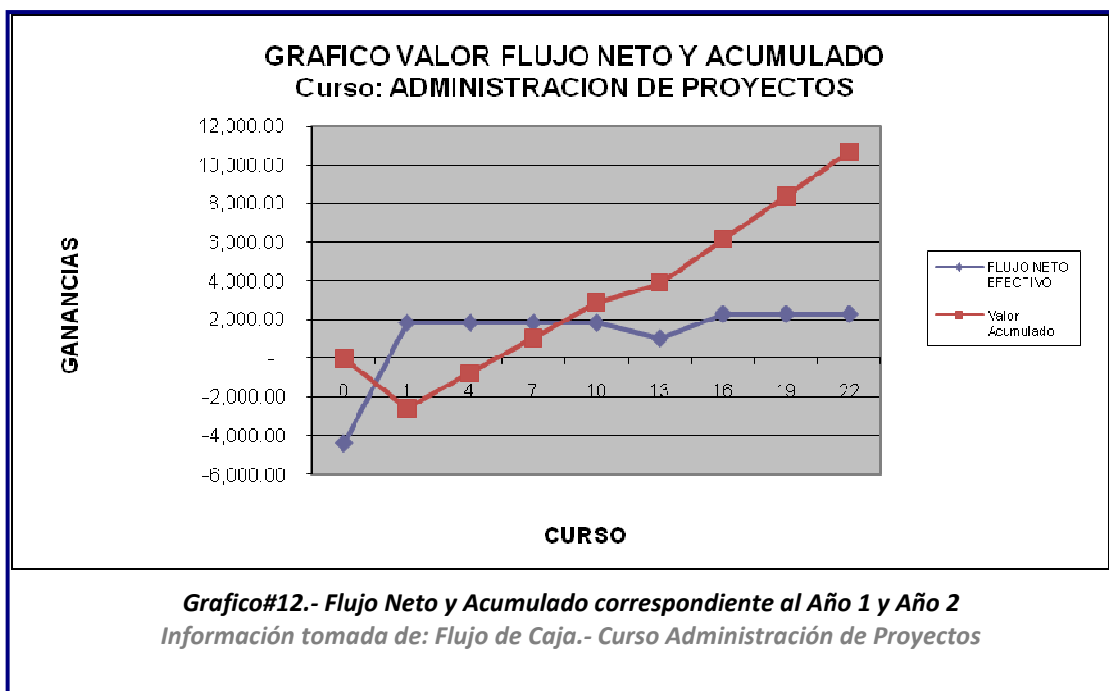


Tabla de Valores de Flujo Neto y Acumulado

	INVERSION	PRIMER AÑO				SEGUNDO AÑO			
	0	1	4	7	10	13	16	19	22
FLUJO NETO EFECTIVO	(4,405.00)	\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,820.00	\$ 1,010.00	\$ 2,260.00	\$ 2,260.00	\$ 2,260.00
Valor Acumulado	-	(2,585.00)	(765.00)	1,055.00	2,875.00	3,885.00	6,145.00	8,405.00	10,665.00



CURSO MICROSOFT® PROJECT 2007 BAJO LOS LINEAMIENTOS DEL PMI®

Tabla de Valores de Ingreso y Egreso

	INVERSION	PRIMER AÑO				SEGUNDO AÑO			
	0	1	4	7	10	13	16	19	22
FLUJO NETO	(2,905.00)	1,920.00	1,920.00	1,920.00	1,920.00	2,520.00	2,520.00	2,520.00	2,520.00
Valor Acumul	-	(985.00)	935.00	2,855.00	4,775.00	7,295.00	9,815.00	12,335.00	14,855.00

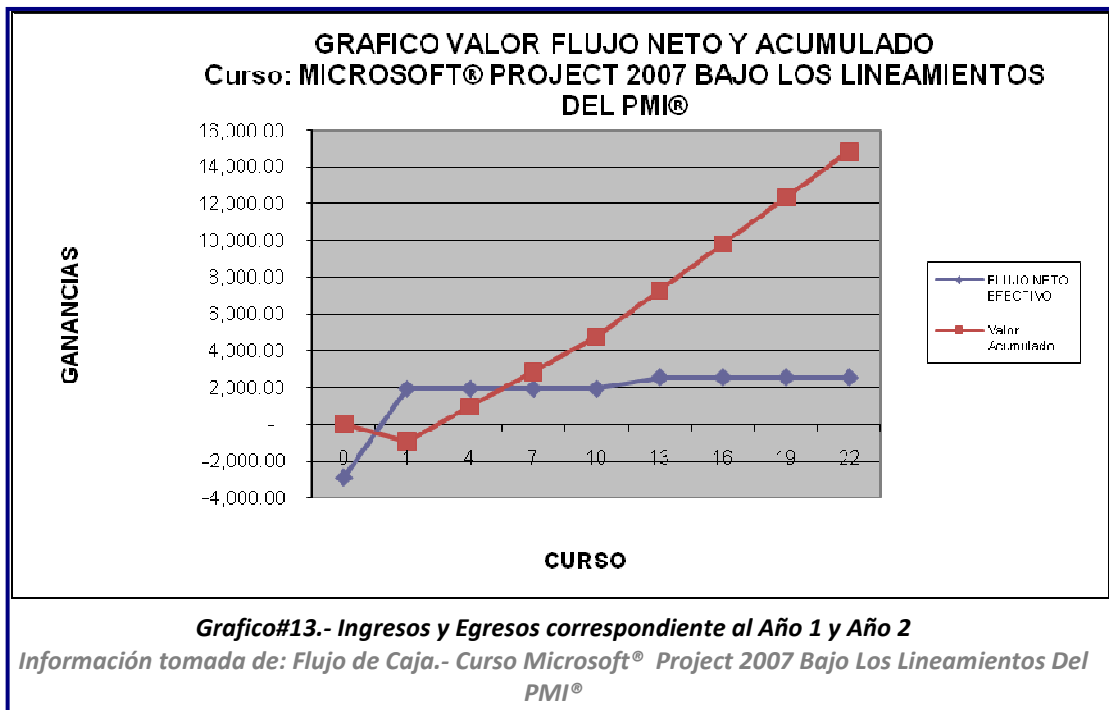
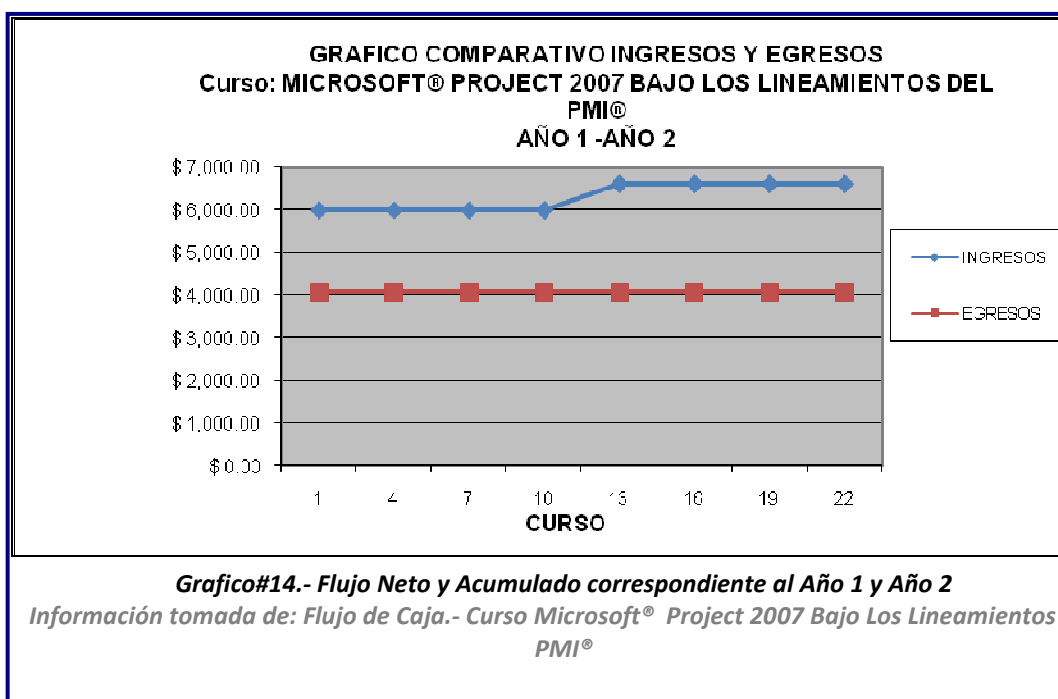


Tabla de Valores de Flujo Neto y Acumulado

	PRIMER AÑO				SEGUNDO AÑO			
	1	4	7	10	13	16	19	22
INGRESOS	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00
EGRESOS	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00



CURSO DE GERENCIA DE RIESGOS EN PROYECTOS

Tabla de Valores de Ingreso y Egreso

	INVERSION	PRIMER AÑO				SEGUNDO AÑO			
	0	1	4	7	10	13	16	19	22
FLUJO NETO	(2,905.00)	3,020.00	3,020.00	3,020.00	3,020.00	3,580.00	3,580.00	3,580.00	3,580.00
Valor Acumu	-	115.00	3,135.00	6,155.00	9,175.00	12,755.00	16,335.00	19,915.00	23,495.00

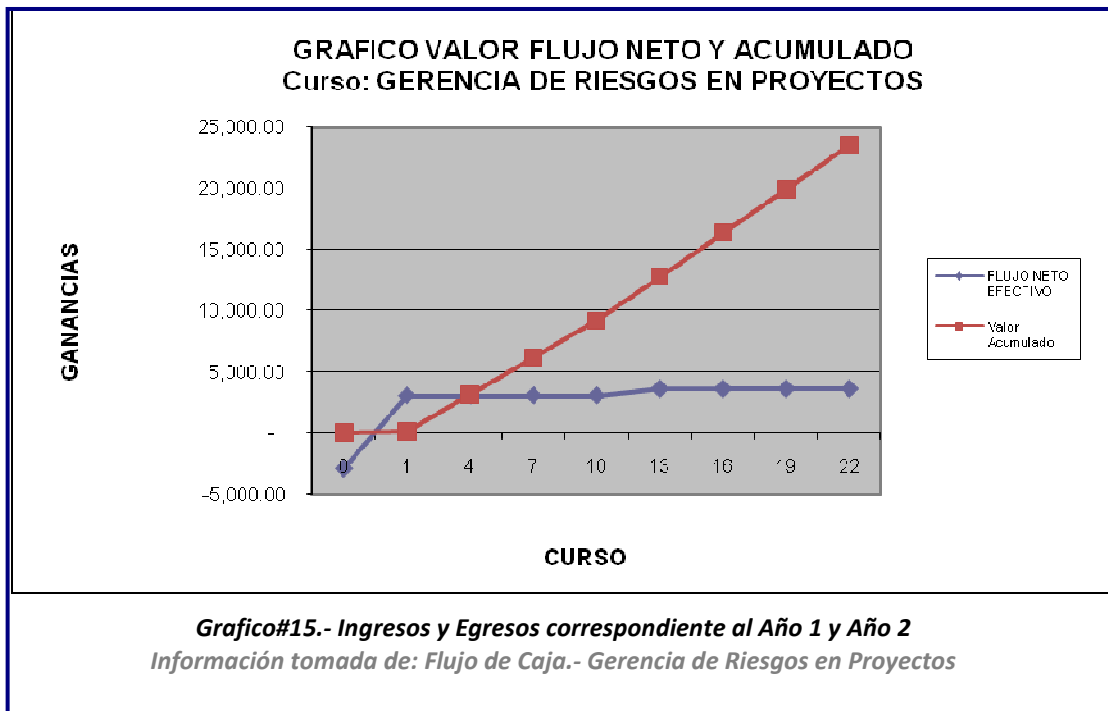
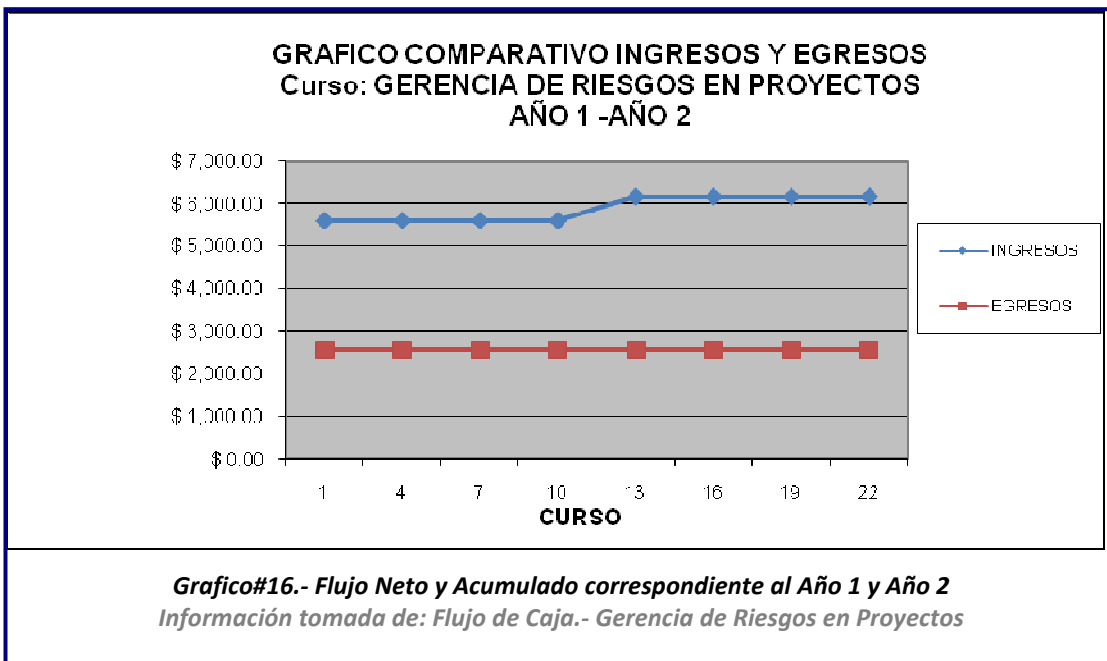


Tabla de Valores de Flujo Neto y Acumulado

	PRIMER AÑO				SEGUNDO AÑO			
	1	4	7	10	13	16	19	22
INGRESOS	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 6,160.00	\$ 6,160.00	\$ 6,160.00	\$ 6,160.00
EGRESOS	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00



4.2 Comparación de Costo de los Cursos en el Mercado

En la siguiente tabla podemos observar que los valores de los tres cursos propuestos en este proyecto están por debajo de los que hay en el mercado, por lo tanto la Universidad podrá competir en el mercado sin ningún inconveniente y podrá abarcar gran parte de la demanda que existe en nuestro país.

	Universidad Católica de Santiago de Guayaquil		Proveedor 1 ESPOL		Proveedor 2 New Horizons	
	Valor	# Horas	Valor	# Horas	Valor	# Horas
	Administración de Proyectos	\$ 220	25	\$1250	35	\$ 750
Microsoft Project 2007	\$ 300	40	\$450	24	\$ 450	24
Gerencia de Riesgos de Proyectos	\$ 280	25	\$400	24	\$ 750	16

Grafico#17.- Costos de cursos en el mercado
Información tomada de: New Horizons, Espol

RECOMENDACIONES

La Facultad de Ingeniería- Carrera en Sistemas Computacionales; deberá enfocarse en brindar una educación en proyectos ya que hoy en día es muy demandada en el mercado y para cumplirlo tendrá que convertirse en Proveedor de Educación Registrado PMI®. Por lo tanto, es recomendable:

- Implementar lo más pronto posible este proyecto “la universidad se convierta en una R.E.P” ya que la información de este trabajo puede quedar desactualizada.
- Capacitar a los docentes para que obtengan el certificado PMP®, ya que los cursos tienen que ser dictados por PMP®, así la universidad no tendrá que contratar PMP® externos.
- El departamento y las personas responsables de la implementación de este proyecto se encargará de mantener actualizada la información a través de la página www.pmi.org.
- Ya que en nuestro país existen pocos miembros del PMI® que estarían interesados en obtener PDUs, sería conveniente que la universidad como R.E.P empezara a dictar cursos orientados a personas no miembros del PMI®, para impulsar a muchos profesionales a obtener una certificación PMI®.

CONCLUSIONES

Para concluir el presente proyecto, hemos demostrado con investigación, levantamiento de información, valores proyectados que la Universidad Católica de Santiago de Guayaquil puede llegar a ser un Proveedor Registrado de Educación, demostrado a través de la experiencia en Proyectos. Esto llevará a la Institución a Desarrollar la cultura de Proyectos a nivel empresarial, Reforzar la Cultura de Certificación en nuestro país, asesorar al Profesional en Dirección de Proyectos (PMP)[®] y sobre todo Contribuir con conocimientos al profesional.

APÉNDICE: A. GLOSARIO

CAPM®.- Asociado en Gestión de Proyectos Certificado

DIRECCION DE PROYECTOS.- Es una actividad concreta, diferente a dirigir una organización, es algo limitado al desarrollo de un proyecto y se abandona una vez que el proyecto ha concluido.

DOCENTE.- es aquel que enseña o que es relativo a la enseñanza. La palabra proviene del término latino *docens*, que a su vez deriva de *docēre* (“enseñar”).

EDT.- En gestión de proyectos, una estructura de descomposición del trabajo o EDT, también conocido por su nombre en inglés *Work Breakdown Structure* o WBS, es una estructura exhaustiva, jerárquica y descendente formada por los entregables a realizar en un proyecto.

FACTIBILIDAD.- se refiere a la disponibilidad de los recursos necesarios para llevar a cabo los objetivos o metas señalados. Generalmente la factibilidad se determina sobre un proyecto.

GESTION DE PROYECTOS.- es la disciplina que guía e integra los procesos de planificar, captar, dinamizar, organizar talentos y administrar recursos, con el fin de culminar todo el trabajo requerido para desarrollar todo el proyecto y cumplir con el alcance, dentro de límites de tiempo, y costo definidos.

MEDOTOLOGIA.- Es aquella guía que se sigue a fin realizar las acciones propias de una investigación.

PDU.- Unidad de desarrollo profesional, son puntuaciones que pide el PMI para la renovación de un certificado.

PgMP®.- Profesional en Gestión de Programas

PMBOK®.-La Guía del PMBOK® es un estándar en la Administración de proyectos desarrollado por el Project Management Institute (PMI)®.

PMI.- es una organización internacional sin fines de lucro que asocia a profesionales relacionados con la Gestión de Proyectos.

PMI-RMP®.- Profesional PMI® en Gestión de Riesgos de proyectos

PMI-SP®.- Profesional PMI® en Programación de proyectos

PMP®.- Profesional en Gestión de Proyectos

PROYECTO.- es una planificación que consiste en un conjunto de actividades que se encuentran interrelacionadas y coordinadas

REP.- Proveedor de Educación Registrado de PMI®, es el único autorizado de dictar cursos y asignar PDU.

SISTEMA DE INFORMACION.- es un conjunto de elementos orientados al tratamiento y administración de datos e información, organizados y listos para su posterior uso, generados para cubrir una necesidad (objetivo).

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ANEXOS

Anexo 1

Control de cambios

PRIMERA REUNION

Requerimiento de Cambios

Nombre de Documento	Tutoría 1		
Código del Documento	P-1.1		Fecha: 11-ene-11
Tipo de Cambio	<input type="checkbox"/> Temporal <input checked="" type="checkbox"/> Permanente		
Razón del Cambio	Actualización del Alcance del Proyecto		
Descripción del Cambio			
<p>El control de cambio se encuentra orientado a reestructurar el alcance del proyecto para que la Universidad Católica llegue a ser un Proveedor Registrado de Educación. Se han definido claramente los objetivos, entregables, alcance del proyecto. Cambio supervisado y aprobado por el Tutor Ing. Edgar Álvarez.</p>			
Integrantes		Fecha de Reunión	Firma
Editha Sarmiento		11-ene-11	
Cinthya Porro			
Edgar Álvarez			

SEGUNDA REUNION

Requerimiento de Cambios

Nombre de Documento	Tutoría 2		
Código del Documento	P-2.1		Fecha: 11-Ene-11
Tipo de Cambio	<input type="checkbox"/> Temporal <input checked="" type="checkbox"/> Permanente		
Razón del Cambio	Presentación de las 3 primeras fases del proyecto		
Descripción del Cambio			
<p>El control de cambio se encuentra orientado a reestructurar los entregables del proyecto. El comité ha realizado observaciones, con respecto a los 4 entregables curso de tallados de los proyecto, costos, perfil del docente, formulario de aplicación REP</p>			
Integrantes		Fecha de Reunión	Firma
Editha Sarmiento		21-Feb-11	
Cinthya Porro			
Edgar Álvarez			

Anexo 2

Cronograma del proyecto

CRONOGRAMA

	Nombre	Inicio	Terminado	Pred...
1	PROYECTO: Universidad Católica de Santiago de Guayaquil como Prove.	29/11/10 8:00	5/01/11 0:00	
2	Definición del proyecto	2/12/10 8:00	2/12/10 16:00	
3	Elección del tema	2/12/10 8:00	2/12/10 16:00	
4	Busqueda de Información	2/12/10 16:00	3/12/10 11:00	3
5	Presentación Tutoría 1	3/12/10 8:00	3/12/10 13:29	2
6	ECAPITULO I - Conceptos Generales	3/01/11 13:29	17/01/11 17:00	5
7	Definición de PMI (Project Management Institute)	3/01/11 13:29	4/01/11 16:59	2
8	Definición de REP	3/01/11 13:29	4/01/11 10:14	
9	Reunion Grupal	3/01/11 13:29	4/01/11 8:29	
10	Credenciales o Certificados de PMI	4/01/11 10:14	4/01/11 15:14	8
11	Categorías de REP	4/01/11 10:14	4/01/11 15:14	8
12	Definición de PMBOK®	12/01/11 13:29	13/01/11 8:29	
13	Reunion Grupal	12/01/11 13:29	13/01/11 8:29	
14	Tutoría 1	14/01/11 13:29	14/01/11 17:00	
15	Definición de PDU	15/01/11 13:29	17/01/11 17:00	
16	Definición de REP (Registered Education Providers)	15/01/11 13:29	17/01/11 17:00	
17	Reunion Grupal	17/01/11 13:29	17/01/11 17:00	
18	ECAPITULO II - Requerimientos para ser una REP	4/01/11 16:59	25/01/11 1:00	7
19	Requisitos para ser Proveedor de Educación Registrado	4/01/11 16:59	5/01/11 11:59	
20	Criterios y Responsabilidades del Programa REP	18/01/11 11:59	18/01/11 11:59	19
21	Tutoría 2	18/01/11 8:00	18/01/11 8:01	
22	Guías de Propiedad Intelectual de PMI	19/01/11 16:29	19/01/11 17:00	20
23	Proceso para la certificación REP	20/01/11 8:00	20/01/11 16:00	22
24	Beneficios de un REP	21/01/11 16:29	21/01/11 17:00	
25	Mantenimiento de REP	22/01/11 16:59	22/01/11 16:59	
26	Cursos de PMI	22/01/11 16:59	22/01/11 16:59	
27	Beneficiarios	24/01/11 16:59	25/01/11 1:00	
28	Presustentación 1	27/01/11 8:00	27/01/11 10:40	23
29	Controles de Exito del proyecto	28/01/11 8:00	4/02/11 10:00	18
30	Plan de Gestión de Calidad	28/01/11 8:00	28/01/11 16:00	
31	Plan de Comunicación	28/01/11 16:00	29/01/11 0:00	30
32	Reunion grupal	31/01/11 8:00	31/01/11 13:00	
33	Reunion Grupal	31/01/11 8:00	31/01/11 16:00	
34	Plan de riesgos	29/01/11 0:00	29/01/11 16:00	31
35	Plan de cambios	2/02/11 8:00	2/02/11 8:00	34
36	Tutoría 3	4/02/11 8:00	4/02/11 10:00	
37	Implementacion del Proyecto	7/02/11 8:00	18/02/11 0:00	29
38	Presupuestos de costos	7/02/11 8:00	18/02/11 0:00	
39	Factibilidad del proyecto	7/02/11 8:00	7/02/11 16:00	
40	Reunion Grupal	7/02/11 8:00	7/02/11 13:00	
41	Elaboración de formulario de Aplicación para llegar a ser REP	7/02/11 8:00	8/02/11 0:00	
42	Elaboración del Perfil de docentes	8/02/11 0:00	8/02/11 0:00	41
43	Reunion Grupal	7/02/11 8:00	7/02/11 13:00	
44	Desarrollo de la Estructura de cursos	8/02/11 0:00	8/02/11 0:00	42
45	Tutoría 4	12/02/11 8:00	14/02/11 17:00	
46	Presustentación2	21/02/11 20:30	21/02/11 17:00	37
47	Reunion Grupal	22/02/11 8:00	22/02/11 13:00	
48	Referencias	23/02/11 8:00	23/02/11 16:00	
49	Conclusiones	23/02/11 16:00	24/02/11 9:00	48
50	Recomendaciones	23/02/11 16:00	24/02/11 9:00	48
51	Apéndices	23/02/11 16:00	24/02/11 9:00	48
52	Bibliografías	23/02/11 16:00	24/02/11 9:00	48
53	Sustentación Final	10/03/11 9:00	10/03/11 11:40	52



Anexo 3

Formulario R.E.P



PMI's

Registered Education Provider (R.E.P.) Program Application & Agreement



PMI'S REGISTERED EDUCATION PROVIDER (R.E.P.) PROGRAM APPLICATION & AGREEMENT

Welcome,

Thank you for your interest in the PMI® Registered Education Provider (R.E.P.) program. The R.E.P. program is designed to enhance the ongoing professional development of PMI members, PMI credential holders, and other project management stakeholders by offering quality learning experiences and activities related to the field of project management. Examples of R.E.P.s include:

- Consultants,
- Schools,
- Corporate training centers,
- Government agencies,
- Professional associations, and
- Other providers of education related to project management.

If you are a new applicant organization, you will not be accepted into the R.E.P. program until your application, including the required activity (course/event) submission(s), has been reviewed and approved. Your active status in the program begins on the original approval date and continues as long as you remain in good standing as an R.E.P. To remain in good standing, you must pay the R.E.P. program registration fee yearly and undergo regular reviews.

To ensure the continuing quality of the R.E.P. program, PMI will review your organization and course(s) every three years. All R.E.P.s are also subject to periodic program audits by PMI. Providers may be chosen for audit based on customer feedback, or, PMI may randomly select you for review.

Finally, all R.E.P.s are authorized to issue professional development units (PDUs) under Category 3 of the Continuing Certification Requirements program. PMI allows those credential holders to apply PDUs to the maintenance of the following credentials:

Project Management Professional (PMP)®
Program Management Professional (PgMP)®
PMI Risk Management Professional (PMI-RMP)®
PMI Scheduling Professional (PMI-SP)®

Student participation in R.E.P. courses can also apply toward project management “contact hours” that are required to apply to be eligible for PMI’s credential examinations including the Certified Associate in Project Management (CAPM)®.

We wish you success, and a positive experience with PMI’s R.E.P. program.

Sincerely,
Keith Rosenbaum, JD
Registered Education Provider Program Administrator

General questions about the R.E.P. program can be directed to:

repsupport@pmi.org	if you live in North America, South America, or the Caribbean
repsupport-asiapac@pmi.org	if you live in the Asia Pacific region
repsupport-emea@pmi.org	if you live in Europe, Middle East, and Africa

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Complete R.E.P. Application – Demographic Information	1
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Read R.E.P. Program Benefits	8
Read Guidelines for Licensing	9
Read Additional Benefits for Global Providers	10
Read and Complete Acceptance	11
Complete Registration of Additional Branch Offices (Global R.E.P. Benefit Only)	12
Section 2: R.E.P. Quality Review	
Read Instructions for the Quality Review	13
Read What to Submit	13
Read Use of Copyright Materials	14
Read How to Submit Materials	14
Read Confidentiality Statement	14
Submit only one (1) activity (course/event) for each delivery method	
Complete Multiple Media Question	14
Complete Section A: Application Organization (for ALL applicants)	15
Complete the following sections depending on course delivery method:	
Section B: Quality Review for Classroom Courses	16
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Read What Happens After You Are Enrolled in the Program	24
Read Courses Submitted in Other Languages	24
Complete the Activity (Course/Event) Description Form	25

Section 1: R.E.P. Fees, Responsibilities and Terms

Demographic Information

R.E.P. Number

R.E.P. Applicant Business Name Today's Date (Day Month Year)

Universidad Católica Santiago de Guayaquil

17 March 2011

First Contact Person (for R.E.P. Provider Directory)

Prefix	First Name	Last Name	Suffix
	Inelda Anabelle	Martillo Alcivar	

R.E.P. Street Address

Campus Universitario en la Av. Carlos Julio Arosemena km 1,1/2

City	State/Province	Zip/Postal Code	Country
Guayaquil	Guayas	EC0901	Ecuador

Phone Number	Fax Number	E-mail Address
04-2202763 Ext.1025,1005		inelda.martillo@ucsg.edu.ec

Web Address (for R.E.P. Provider Directory)

<http://www.ucsg.edu.ec>

Please list all the domain names (web addresses) registered for your organization including those that forward or mask to the main domain.

<http://www2.ucsg.edu.ec/ingenieria/>

Second Contact Person (for R.E.P. Provider Directory)

Prefix	First Name	Last Name	Suffix
	Galo Enrique	Cornejo Gomez	

Mailing Address (if different than above)

City	State/Province	Zip/Postal Code	Country
Guayaquil	Guayas	EC0901	Ecuador

Phone Number	Fax Number	E-mail Address
04-2202763 Ext.1011,1025		cornejogalo@gmail.com

Organization Information

1. Which best describes your organization? (Check one only)

- | | | |
|---|--|---|
| <input type="checkbox"/> Project Management Training Provider | <input type="checkbox"/> Consultant | <input type="checkbox"/> PMI College |
| <input checked="" type="checkbox"/> School/College/University | <input type="checkbox"/> PMI Chapter | <input type="checkbox"/> Professional Association |
| <input type="checkbox"/> Corporate Training | <input type="checkbox"/> PMI Specific Interest Group | <input type="checkbox"/> Other <input style="width: 100px;" type="text"/> |
| <input type="checkbox"/> Governmental Agency | | |

Does your organization offer:

2. Distance Learning Options? Yes No
3. Conferences? Yes No

4. Description of Organization

Please provide a description of the applicant organization and its services, in 100 words or less, for the Searchable R.E.P. Provider Directory.

The Universidad Catolica Santiago de Guayaquil is a higher education institution, and as such has a its primary objeteve the preparation of corporate social responsibility professionals based on research, conservation, promotion and dissemination of science and culture, emphasizing its indigenous values to achieve better development and overcoming the Ecuadorian man.

5. Type(s) of Project Management Learning Activities or Products Offered: (Check all that apply)

- Scheduled public classes or seminars delivered by classroom or other face-to-face means
- Scheduled or on-demand classes delivered solely by electronic or distance education
- Customized or on-site training delivered by classroom or other face-to-face means
- Customized training delivered by electronic or distance education
- CD-ROM, DVD, Videotapes or other independent study products (mark only if these products are offered independently from other learning activities)
- Conferences/Symposiums/Congresses

6. Languages Available for Learning Activities or Products Offered

Please indicate the languages in which your organization is **currently** delivering learning activities or products.

Check all that apply:

- | | | | | |
|---|--|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Chinese (Traditional) | <input type="checkbox"/> German | <input type="checkbox"/> Japanese | <input checked="" type="checkbox"/> Spanish |
| <input type="checkbox"/> Brazilian Portuguese | <input checked="" type="checkbox"/> English | <input type="checkbox"/> Hebrew | <input type="checkbox"/> Korean | <input type="checkbox"/> Other |
| <input type="checkbox"/> Chinese (Simplified) | <input type="checkbox"/> French | <input type="checkbox"/> Italian | <input type="checkbox"/> Russian | |

R.E.P. Fees

Registration in the R.E.P. program is valid for one year from your original approval date. Please note that all fees paid to PMI are nonrefundable.

1. Select level of enrollment in R.E.P. Program: (check one)

- Provider** **US\$1250 yearly fee**
 Training organizations that offer three activities (courses or fewer to the public. At the Provider level, the organization may register up to three activities (courses/events) in the R.E.P. Searchable Database without additional fees. There is a US\$150 annual charge for each additional activity (course/event) registered after initial three activities (courses/events). (Please refer to "IV. R.E.P. Provider Benefits" for complete listing of benefits and services for this registration level.)
- Charter Provider** **US\$1250 yearly fee**
 Charter Providers were among the original Providers who enrolled in the PMI's R.E.P. program. **Any providers who enrolled after 1 June 2000 do not have the opportunity to have this special designation.** See "Provider" level for more details.
- Global Provider** **US\$1750 yearly fee**
 Training organizations that offer more than three activities (courses/events) to the public. At the Global Provider level, the organization may register an unlimited number of activities (courses/events) in the R.E.P. Searchable Database with no additional charge. (Please refer to "IV. R.E.P. Provider Benefits" for complete listing of benefits and services for this registration level.)



R.E.P. Application & Agreement Section 1

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Charter Global Provider **US\$1750 yearly fee**

Charter Global Providers were among the original Providers who enrolled in PMI's R.E.P. program. Any providers who enrolled after 1 June 2000 do not have the opportunity to have this special designation. See "Global Provider" level for more details.

Internal Training Provider **US\$1000 yearly fee**

Training departments providing activities (courses/events) solely to employees of their organization and not requiring advertisement of these activities (courses/events) within the R.E.P. Provider Activity (Course/Event) Listing Search. At the Internal Training Provider level, the organization may register an unlimited number of activities (courses/events) in the R.E.P. Searchable Database with no additional charge. (Please refer to "IV. R.E.P. Provider Benefits" for complete listing of benefits and services for this registration level.)

GAC Accredited Program **US\$750 yearly fee**

This category is reserved for universities with project management degree programs accredited by PMI's Global Accreditation Center. This category only applies to the department or unit within the university that maintains the accredited degree.

PMI Component Provider **US\$500 yearly fee**

A PMI chapter, specific interest group or college offering activities (courses/events) to their members and the public. At the PMI Component Provider level, the organization may register an unlimited number of activities (courses/events) in the R.E.P. Searchable Database with no additional charge. (Please refer to "IV. R.E.P. Provider Benefits" for complete listing of benefits and services for this registration level.)

2. Additional fees: (check all that apply)

Application Review Processing **Fee US\$250 one time fee**

(This is a non-refundable fee for new applications only. Chartered PMI components are exempt from this fee)

Additional activity (course/event) entries in R.E.P. Searchable Database for "Provider" level only **US\$150 yearly fee per additional course**

x US\$.00 = \$.00

(Optional, submit US\$150 per additional activity (course/event). Applies only to activity (course/event) entries beyond the three allowed for the "Provider" level)

Additional office listings after "free" office for "Global Provider" level only **US\$100 yearly fee per additional office**

x US\$100 = \$.00

(Optional, submit US\$100 per additional office. First additional office is "free" as part of Global R.E.P. Benefits. Complete a separate "Additional Office Information Form" for each office registered. See page 14.)

Additional "Certificates of Enrollment"

Insert total number of certificates requested in this box.

One R.E.P. certificate is automatically issued per R.E.P. However, the R.E.P. organization may receive up to five copies at no additional charge.

x US\$10 = \$.00 (Do not include five "free" certificates in calculation.)

More than five copies incur an administrative fee of US\$10 for each additional copy.

**Please note all additional certificates of enrollment are mailed to the main R.E.P. organization address.*



R.E.P. Application & Agreement Section 1

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3. For Canadian R.E.P. applicants only:

Canadian Tax Amount Due: \$

Please calculate and add to total due, if applicable (see information below):

In conformity with Canadian tax law, PMI is required to assess and collect appropriate GST/HST and provincial taxes, and, in turn, remit these funds to the applicable tax agency. Please calculate the taxes due, and remit to PMI with your application fee. The tax rates are as follows:

- New Brunswick, Newfoundland, and Nova Scotia: 13% (harmonized tax);
- Quebec: 12.88% (combined GST and provincial);
- All other provinces and territories: 5% GST.

For your information, PMI's Canadian tax registration numbers follow:

GST/HST #89794 4807 RT0001; Quebec (CST registration): #1202723001 TQ0001

If you have been granted tax-exempt status by the appropriate Canadian authority, please provide the official documentation to PMI with your application. PMI must charge the tax unless this documentation is provided.

Total fees include level of enrollment, review processing fee, Canadian Tax (if applicable), and any additional fees from services selected above.

Total Payment Due: \$

All of the above fees must be submitted to PMI along with the initial application. In the event that the applicant organization is not accepted into the R.E.P. program, PMI will retain the US\$250 application review processing fee and return the remaining monies to the denied applicant. Fees quoted above are based on the pricing structure effective as of 1 January 2004. These fees may be subject to change.

4. Payment Method (Please check one):

Checks, money orders or credit card payments are acceptable. All checks must be in US dollars drawn on a US bank. *NOTE: Bank Fees associated with applicant's sending a wire transfer are the applicant's responsibility. (Example: If you are applying for a Global Provider at \$1,750 and your bank is charging \$40 for the wire transfer, the amount wired into PMI must be \$1,750, not \$1,710 (1,750 - \$40))

- Check** (if sent separately from application; include photocopy of page 4, demographic information, with check)
- Money Order** (if sent separately from application; include photocopy of page 4, demographic information, with money order)
- Wire Transfer** (contact PMI to receive bank details)
New Applicants: Contact PMI Customer Care (1 610 356 4600, or customercare@pmi.org) for bank details.
Renewing Applicants: Wire Transfer information can be found on the R.E.P. Community Site.
- Credit Card** (please complete credit card information below)
Please do not send credit card information by e-mail or fax.

MasterCard Visa AmericanExpress Diners Club Discover

Card Number

Expiration Date

Name on Card

Authorized Signature

(Electronic signature acceptable)

Format of electronic signature: //First Name Last Name//

Follow submission guidelines on page 30.

R.E.P. Criteria and Responsibilities

This section of the application is the contract between the R.E.P. organization and PMI. By signing and submitting the acceptance of terms at the end of this section, you agree to comply with the criteria and responsibilities.

The applicant is required to submit documentation to support the application, indicating that the applicant meets the criteria and responsibilities of the R.E.P. program found below. See Section 2: R.E.P. Quality Review for instructions on submitting the documents needed for your in-depth review.

1. R.E.P. Criterion 1: Organizational Responsibilities

Guiding Principle: *Participants in the PMI R.E.P. program shall have the requisite resources, facilities, and administrative support to effectively participate in the program, including the ability to comply with all Provider responsibilities and procedures.*

1.1 The Provider shall be in compliance with all applicable laws and requirements. A division, department, unit or role shall exist within the Provider organization that is responsible for administration of the required R.E.P. reports, documentation, and communications.

1.1.1 The Provider shall have been in operation as a viable project management educational provider for a minimum of one calendar year preceding the time of application.

1.1.2 The Provider shall have a designated division, department, unit or person that is responsible for administration of R.E.P. functions.

1.1.3 The Provider shall have a clearly worded mission statement and/or strategic objectives that reflect a commitment towards excellence in project management education.

1.1.4 The Provider shall provide attendees/participants with appropriate documentation (such as Certificate of Completion, Letter of Attendance, etc.) upon successful completion of each registered activity (course/event). PMI certified participants in your registered activities (courses/events) will be able to claim Category 3 PDUs.

1.1.5 The Provider shall ensure that attendance/participation records are maintained for a minimum of one calendar

year after completion of a course or product offering or as required by applicable law.

1.1.6 The Provider shall accurately represent the scope and quality of their services and products to prospective clients, PMI staff and the public.

1.1.7 The Provider shall conduct all educational and business operations in an ethical, professional and lawful manner, and respect the rights and worth of all educational program participants.

1.1.8 The Provider shall refrain from any manner of discrimination with respect to the programs provided under this Agreement, including, but not limited to, discrimination on the basis of race or ethnic origin, gender, nationality, disability, religion or sexual orientation.

1.1.9 The Provider agrees that the Commonwealth of Pennsylvania, USA shall be the exclusive jurisdiction for any and all disputes arising out of this agreement and/or the Provider's participation in the R.E.P. program.

2. R.E.P. Criterion 2: Activity (Course/Event) or Educational Product Development and Content

Guiding Principle: *To ensure that high quality project management activities (courses/events) are being offered for Category 3 PDUs, appropriate knowledge experts shall develop and/or review all activity (course/event) content prior to delivery to the general public.*

2.1 Alignment to *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*: The content of activities (courses/events) or educational products offered for PDU credit shall be substantially consistent with the concepts and terminology found in the most

current edition of the *PMBOK® Guide*. Project management theories or practices different from those described in the *PMBOK® Guide* are permissible in activity (course/event) materials but shall be clearly identified as such to activity (course/event) participants.

2.1.1 Activities (Courses/Events) can be acceptable in the following ways:

- Activity (Course/Event) content fully aligns with the *PMBOK® Guide*.
- Activity (Course/Event) content substantially aligns with the *PMBOK® Guide* and differences are noted.
- Activity (Course/Event) content offers project management concepts that are alternative to the *PMBOK® Guide*, and denotes these differences.
- Activity (Course/Event) content does not directly address *PMBOK® Guide* Knowledge Areas but covers general management skills that directly support project management professional development.

2.2 Instructional designers/developers of registered activities (courses/events) or educational products shall be qualified by demonstrable expertise in the requisite field. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.

2.3 Subject matter experts involved in the content development of registered activities (courses/events) or educational products shall be qualified by demonstrable expertise in the requisite field. Expertise may be demonstrated by such qualifications as formal education, experience, PMI credentials or other recognized credentials appropriate to the subject matter.

2.4 The registered activities (courses/events) should be designed around clearly identified, measurable learning objectives. Activity (Course/Event) material should be clearly worded and arranged in a logical manner that facilitates achievement of the learning objectives.

2.5 An activity (course/event) outline/syllabus and all relevant activity (course/event) materials for the activity(ies)/course(s) submitted for review shall be provided with this application. All activities/course materials shall follow the outline/syllabus in a clear and logical manner.

2.6 At least one PMP credential holder, other than the primary author, must review and approve the complete content of activities (courses/events) registered under the R.E.P. program or offering PDU credits.

2.7 Providers must abide by applicable intellectual property law as well as the terms and restrictions for use of PMI trademarks and copyrighted material as found in the most current R.E.P. Manual.

3. R.E.P. Criterion 3: Activity (Course/Event) or Educational Product Delivery and Instructor Evaluation

Guiding Principle: *To ensure that identified learning objectives will be met, appropriate instructional delivery methods shall be chosen for the activity (course/event). In addition, activity (course/event) instructors shall be chosen based on proven expertise in the field, and their ability to facilitate learning.*

The Provider shall:

- 3.1 Have processes in place to select qualified instructors and ensure instructional effectiveness.
- 3.2 Use instructional methods and learning resources appropriate to facilitate achievement of the intended learning objectives.
- 3.3 Ensure that instructors of activities (courses/events) intended for PDU credits possess the PMI credential or at least one of the following qualifications: formal education, experience, or other recognized credential appropriate for the subject matter.
- 3.4 Ensure that all activities (courses/events) specifically intended to prepare candidates for a PMI credential examination shall be taught by instructors holding the specific PMI credential.

4. R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

Guiding Principle: *To ensure that participants are awarded the appropriate number of PDUs upon completion of a activity (course/event), and that assignment of PDUs is uniform throughout the R.E.P. program, PDU values of activities (courses/events) shall be assigned based on industry-accepted methods of contact hour equivalencies.*

- 4.1 The Provider shall calculate the PDU value of each activity (course/event) or educational product delivered via traditional or nontraditional/distance learning instructional methodologies using the currently accepted industry methods of contact hour equivalencies listed below.

4.1.1 Activities (Courses/Events) delivered via traditional face-to-face methodology shall be assigned one PDU for each contact hour of instructional interaction. One PDU is issued for every contact hour of a planned, structured learning activity. Increments of 0.25 PDU may be awarded after the first full hour of learning.

4.1.2 For activities (courses/events) already approved for Continuing Education Units (CEUs) as administered by the International Association of Continuing Education and Training (IACET), one (1) CEU equates to 10 PDUs.

4.1.3 Activities (Courses/Events) delivered via nontraditional means (i.e., web-based synchronous or asynchronous web instruction, video conference, audio conference, audio/video tape, or interactive CD-ROM) shall be assigned PDUs based on the average time in hours needed to complete the course by a minimum of 10 sample participants. Alternative methods of PDU assignment may be approved on a case-by-case basis.

4.2 Each activity (course/event) offered for Category 3 PDUs must be registered in the R.E.P. Searchable Database.

5. R.E.P. Criterion 5: Activity (Course/Event) Evaluation and Improvement

Guiding Principle: *To ensure that activities (courses/events) being offered under the R.E.P. program meet participant expectations and achieve their stated learning objectives, Providers shall have a process in place for continuously improving their activities (courses/events) based on student evaluations, external audits, or other monitoring methods.*

5.1 All activities (courses/events) intended for PDU credit shall be evaluated via course activity/evaluation forms or other means to measure the degree of success in meeting learning objectives.

5.2 Feedback from activity (course/event) evaluations shall be used to continuously improve activities (courses/events).

5.3 A substantial change of 25% or more of activity (course/event) content requires resubmission of a new activity (course/event) for approval.

6. R.E.P. Criterion 6: R.E.P. Marketing Representations

Guiding Principle: *To ensure that Providers act in an honest, ethical and professional manner in their dealings with PMI and the public and that the relationship between PMI and the Provider is accurately and unambiguously represented to the public, Providers shall strictly adhere to the R.E.P. marketing guidelines as delineated by PMI.*

6.1 The Provider may only use PMI approved R.E.P. logos and marketing statements when representing itself as a PMI R.E.P. to customers, potential customers, or the general public. Furthermore, PMI recognition of R.E.P. organizations is intended solely for use in conjunction with registered activities (courses/events) or educational products being offered for PDU credit and must not be inferred as recognition for other business activities of the Provider. The Provider shall:

6.1.1 Only use the approved R.E.P. logos and marketing statements as found in the most current R.E.P. Manual.

6.1.2 Accurately represent the scope and quality of their services and products to prospective clients, PMI staff and the public (See also Criterion 1.1.6).

6.1.3 Warrant that it will, at all times, act in an honest, ethical and professional manner both in its dealing with PMI and with the general public

6.1.4 Make no statements or representations indicating or implying, in any manner, that PMI has accredited, certified, sponsored, endorsed, or guaranteed any of the Provider's products, publications or services. The following statement is authorized by PMI for use in connection with the PMI Registered Educational Provider program: "[Name of Company] has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI)." The Provider may also state the following: "As a PMI Registered Education Provider (R.E.P.), [Name of Company] has agreed to abide by PMI established quality assurance criteria."

6.1.5 Comply with all applicable laws and PMI policies regarding the use of PMI and third-party intellectual property, including, but not limited to the following: "Use PMI, trade, service, or certification marks only to refer to,

or describe, PMI, PMI components or programs, or the PMI Certification Program, or as otherwise specifically authorized by the Agreement in this application.”

6.1.6 Include proper notice of PMI ownership of its copyrights, trade, service or certification marks with all uses of such copyrights and marks as instructed by the most current R.E.P. Manual.

6.1.7 Be prohibited from using any PMI trade, service or certification mark in any domain name, e-mail account or company name.

6.2 In order to ensure the integrity of PMI's certification program and the value of PMI credentials to its customers, the Provider shall abide by PMI's advertising policies in advertising its registered activities/courses or educational products, both in their advertisements in PMI publications and in the statements in Provider's own marketing materials, regarding Provider's registered activities (courses/events) and educational products. The PMI Advertising Policies are posted to the PMI website at www.pmi.org.

PMI R.E.P. Program Benefits

Below please find a listing of R.E.P. program benefits enjoyed by all R.E.P. Organizations (Provider, Global Provider, Internal Training Provider, GAC Accredited Program and PMI Component Provider). PMI Global Providers enjoy additional benefits, described on page 10:

1. Permission to publicize your organization as a PMI approved Registered Education Provider (see section 6.1.4).
2. License to use the official PMI R.E.P. logo appropriately in promotional and activity (course/event) materials consistent with program policies as outlined in the most recent version of the R.E.P. Manual.
3. Posting of your “Provider Profile” and other organizational information in the R.E.P. Provider Directory on PMI.org.
4. Posting of registered courses in the R.E.P. Provider Course Listing found on PMI.org.
5. Web links directly to Provider's website from the searchable R.E.P. Provider Directory and the R.E.P. Provider Activity (Course/Event) Listing.
6. Receipt of the “R.E.P. Monthly Update” e-newsletter.
7. Exclusive access to requests for proposals (RFP) from organizations seeking project management training.
8. PMI sponsored advertising of the R.E.P. program (in general) in select trade/professional publications.
9. Access to the R.E.P. Online Community Site, for updated information on PMI sponsored events, breaking news, and other timely information.
10. R.E.P.s receive a 25% discount below PMI member rates for PMI articles/papers ordered through the PMI James R. Snyder Center for Project Management Knowledge & Wisdom. Additionally receive in-depth member-level reference services in all PMI publications.
11. A 40% discount on most PMI publications purchased through the PMI Bookstore.
12. Limited license to reproduce material from the most recent version of the *PMBOK® Guide* in Provider's activities (courses/events) according to the specifics noted in the box to the right.
13. Linking to PMI's website, Registered Education Providers (R.E.P.) are permitted, and indeed encouraged, to link to the PMI home page (PMI.org) using the PMI logo, and to the R.E.P. home page

(www.pmi.org/CareerDevelopment/Pages/What-is-a-Registered-Education-Provider.aspx) and to your organization's listing page on the R.E.P. Provider Directory using the R.E.P. logo, with acceptance to the terms and conditions listed on page 11.

Guidelines for Licensing

GRANT OF LICENSE

Contingent upon the Provider's acceptance of the terms and conditions set forth herein, PMI hereby grants licensee a limited use, nonexclusive, nontransferable license (the "License") solely to reproduce 15 figures and five excerpts from the most current edition of PMI's copyrighted *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and to reproduce definitions from the *PMBOK® Guide Glossary* (herein "Licensed Material") for use and inclusion in its course offerings.

DEFINITIONS

Licensed Material: consists of fifteen (15) figures and five (5) excerpts from the most current edition of PMI's copyrighted *PMBOK® Guide* and all definitions from the *PMBOK® Guide Glossary*.

Excerpt: a direct quote from a PMI publication that is, in general, no longer than 650 words. Excerpts DO NOT include accompanying figures, graphs, or illustrations.

TERMS / RESTRICTIONS

- Permission to use, publish, present and distribute the material is granted for the term of this Agreement, and shall cease upon expiration or termination of this Agreement.
- Permission is granted to use a maximum of fifteen (15) figures and five (5) excerpts from the most current edition of the most current edition of PMI's copyrighted *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and any or all of the definitions from the *PMBOK® Guide Glossary* in Provider's courses only. Permission to use additional material or substitute the granted materials from another PMI publication, must be requested separately.
- Except as otherwise provided above, Provider may not share or distribute the licensed material to any third parties, without the prior express written consent of PMI. Permitted use does not include the right to grant others permission to photocopy or otherwise reproduce the material except for versions of the

work created by non-profit organizations for use by visually or physically handicapped persons.

d. Appropriate credit to PMI's copyrighted material must appear on every copy of the work, either on the first page of the quoted text or in the figure legend as follows:

"Project Management Institute, *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* – (insert current edition title. For example: Fourth Edition), Project Management Institute, Inc., (insert year of copyrighted edition. For example: 2008). Copyright and all rights reserved. Material from this publication has been reproduced with the permission of PMI.

RESERVATION OF RIGHTS

PMI reserves all rights to publish and use, and to license others to publish and use, the licensed material and any portion thereof, in any manner whatsoever and in any location without restriction.

INFRINGEMENT

Provider shall promptly notify PMI of any infringement or unauthorized use of the Licensed Material by a third party, any claim that the Licensed Material infringes upon the intellectual property rights of a third party, or any act of unfair competition by third parties relating to the Licensed Material, whenever Provider becomes aware of such an act or claim. Provider shall cooperate with PMI at PMI's expense to prevent and stop such infringement or act and if so requested by PMI, shall join with PMI as a party to any legal case or action brought by PMI for such purpose. PMI shall have full control over any such case or action, including, without limitation, the right to choose if, when, and where to initiate any case or action, and to select counsel or to settle on any terms PMI deems advisable. PMI shall bear all expenses connected with such legal case or action, except that if Provider wishes to retain its own legal counsel, Provider shall do so at its own and sole expense.

Terms and Conditions Affecting Web Links from R.E.P.s to PMI:

- Proper Form of Link: R.E.P.s are permitted to link to PMI's home page using one of the following forms: the name "Project Management Institute," the initials "PMI", writing www.pmi.org, or the PMI logo. R.E.P.s are also permitted to link to the R.E.P. home page or to their listing in the R.E.P. Provider Directory using one of the following forms: the name, "PMI Registered Education Provider" or the R.E.P. logo.

2. No Misrepresentations: R.E.P.s will not place PMI web pages in a “frame” within its own website without specific written permission from PMI.
3. No Negative References: R.E.P.s may not make negative or disparaging references to PMI, its services or its members to otherwise compare PMI, its services or its members unfavorably to others.
4. No Objectionable Content: R.E.P.s’ websites must not contain, or link to, content that may be interpreted as libelous, obscene, or criminal, or which may infringe or violate any third party rights.
5. Protection of Marks: R.E.P.s may not use PMI names, marks or other materials in a manner that is likely to cause confusion with another source or to dilute or damage the reputation or image of PMI.
6. Proper Use of PMI Logo: R.E.P.’s use of the PMI logo for linking purposes will conform in all respects to the logo usage guidelines. The PMI logo may only be used as a link to the PMI home page and not to link to any other portion of the PMI website. Contact the PMI Brand Development Department at PMI to obtain a copy of the guidelines before establishing the link.
7. Indemnification: PMI shall have no responsibility or liability for any content appearing on the R.E.P.’s website. R.E.P. agrees to indemnify and defend PMI against all claims arising out of or based upon its website.
8. Right to Revoke: PMI reserves the right at any time and in its sole discretion to revoke the right and request that the R.E.P. remove from its website any link(s) to the PMI website.
9. Amendment to Terms and Conditions: PMI reserves the right to amend these linking terms and conditions at any time. By continuing to link to the PMI website, R.E.P. agrees to abide by the linking terms and conditions then current, as well as other legal terms of use and conditions on the PMI website, as amended from time to time.

Additional Benefits for Global Providers

Organizations that enroll at the “Global Provider” level are entitled to the following additional benefits of enrollment:

1. Opportunity to register and advertise an unlimited number of qualified activities (courses/events) in the R.E.P. activity (course/event) database, posted on the PMI website.
2. Registration of your organization’s first “additional office” with no additional fee. A US\$100 value.
3. An annual report of learning needs and trends extracted from PMI member and customer surveys.
4. One registration to R.E.P. networking events associated with the PMI® Global Congress—North America.
5. Posting of your organization’s logo on your profile page within the R.E.P. Provider Directory.
Process for posting the R.E.P. organization logo:
 - a. The organization logo should be converted to an “image file,” and titled with the Provider’s 4 digit ID Number (For example: 2000.jpg or 2000.gif). The logos should be 250 pixels in width and 75 pixels in height.
 - b. Send a copy of the image file electronically to repsupport@pmi.org

Acceptance

As an applicant for PMI's Registered Educational Provider program, our organization accept and agree to the terms and conditions contained herein. As a PMI R.E.P. program participant, our organization understands and accepts that PMI reserves the sole and exclusive right to terminate our participation in the program if it has been determined that our organization has acted contrary to any applicable law, PMI or R.E.P. program policy, standard or rule.

In the event that our organization voluntarily withdraws from, or is required to leave the R.E.P. program, we will immediately discontinue all use of R.E.P. program and PMI logos, marks, materials and statements. In that event, our organization will not represent that it has any association with the PMI R.E.P. program. Periodically, as part of the R.E.P. program, PMI sends newsletters, e-mail messages, faxes and regular postal service delivered letters and materials to your organization regarding events and product offerings that are relevant to the R.E.P. program. By signing this contract, my organization agrees to receive this information as part of its enrollment responsibilities.

On behalf of the applying organization, and with full authority to enter into this agreement, the undersigned agrees to accept and abide by the PMI Registered Education Provider criteria and all terms and conditions of this agreement, as outlined in this document, and further agrees to accept sole and full responsibility for the quality assurance of any project management programs offered with respect to the R.E.P. program, and under this agreement.

By checking this box, I attest that the information provided in this application package is true and accurate. I acknowledge that the aforementioned R.E.P. program benefits will become effective for our organization upon our receipt of written approval into the program by PMI.

By signing below, I represent that I am authorized to sign on behalf of the applicant organization.

//Martillo Inelda//	Engineer
Signature <small>(Electronic signature acceptable) (Format of electronic signature: //First Name Last Name//)</small>	Title
Martillo Inelda	17/March/2011
Printed Name	Date (dd/month/yyyy)
Universidad Católica Santiago de Guayaquil	
Applicant Organization Name	

R.E.P.s have a limited license to use up to 15 figures and 5 excerpts from the *PMBOK® Guide* in all class materials. Please check the box only if you have an enhanced licensing agreement with PMI to use more than 15 figures and 5 excerpts from the *PMBOK® Guide* in all your class materials.

I have a current permissions agreement with PMI on file. I am attaching a copy of the agreement with the R.E.P. application.

Enter the date the permissions agreement was signed.

NOT APPLICABLE
Dd/month/yyyy

By checking this box, I attest that I have reviewed the Intellectual Property Tutorial for R.E.P.s and my organization's course materials and website are in compliance.

Follow the submission guidelines on page 30.



R.E.P. Application & Agreement Section 1

Page 12

Registration of Additional Branch Offices (Global R.E.P. Benefit Only)

Complete and submit this page with the R.E.P. program application package along with payment for any additional branch offices your organization wants to list in the searchable online R.E.P. Provider Directory. Please note: the first additional office is included with no additional fee as part of your Global R.E.P. program benefits.

If your Global R.E.P. organization has branch offices located in regions of the world other than where the organization's headquarters is located, and the same courses are offered in these branches as in the main R.E.P. registered office, then your organization may have these offices posted onto the online R.E.P. Provider Directory. There are annual fees associated with this service that need to be submitted each year to maintain these additional offices on the online R.E.P. Provider Directory.

Demographic Information

Registration of First Additional Office:

R.E.P. Name (same as primary R.E.P. organization name)

NOT APPLICABLE

Today's date (dd/month/yyyy)

Four digit R.E.P. number (unless first-time applicant)

R.E.P. street address

City

State/Province

Zip/Postal Code

Country

Web address (as listed in the R.E.P. Provider Directory)

Please list all the domain names (web addresses) registered for your organization including those that forward or mask to the main domain.

Contact Person (for R.E.P. Provider Directory)

Prefix

First name (given)

Last name (family)

Suffix

Phone number

Fax number

E-mail address

Registration of Subsequent Additional Offices:

a. Indicate number of additional offices to be registered:

Additional office listings for "Global Provider" level only, after "free" office. \$100.00 (US) yearly fee per additional office

x \$100.00 (US) = \$.00

(Optional, submit \$100.00 (US) per additional office. First additional office is "free" as part of Global R.E.P. Benefits. Complete a separate "Additional Office Information Form" for each office registered.)

Check here if you want an additional certificate of enrollment to be mailed to the main office (free of charge).

b. Submit form with this application. If you need additional Registration of Additional Branch Offices forms,

c. e-mail your request to repsupport@pmi.org.

This concludes Section 1. Please complete Sections 2 and 3 before submitting your application. Follow submission guidelines on page 30.

Section 2: R.E.P. Quality Review

Instructions

These instructions will guide you through the process of submitting the proper documentation to support your R.E.P. application. The directions will tell you what you need to submit and in which formats. Requirements are organized into six sections that correspond to the R.E.P. Criteria in Section 1 of this application form.

You may submit documents by e-mail, postal service, or fax. Be sure to attach all required documents to your e-mail. For e-mail attachments greater than 3MB, please contact repsupport@pmi.org to request a username and password, then download Filezilla (<http://filezilla-project.org/>) to access our FTP site.

Documents must either be in English or accompanied by a description of the documents in an English translation. Course outline/syllabus and all relevant course materials may be submitted in the language in which they are offered. Supporting documents must either be in English or accompanied by a description of the documents in an English translation. The R.E.P. Quality Reviewers, who complete the in-depth review, speak several languages and have access to language translation software.

To ensure confidentiality of applicant information and the protection of intellectual property rights for all materials submitted to PMI for review, the submitted application will be treated as confidential and distributed to PMI authorized reviewers only as per PMI's Confidentiality Policy.

What To Submit

Requirements for the quality review vary by course delivery method. This section includes the following instructions:

- A. Quality Review: Applicant Organization (**for all delivery methods**)
- B. Quality Review: Classroom Courses
- C. Quality Review: Conferences
- D. Quality Review: Distance Learning Courses
- E. Quality Review: Licensed Courses (*when applicant only offers courses licensed from another R.E.P.*)

You must submit one course for each delivery method offered as listed B-D above. If you conduct the course in the classroom *and* online, you need to submit documentation for both delivery methods. Delivery methods include (but are not limited to):

- Traditional face-to-face classroom instruction
- Conferences
- Distance learning methods like web-based synchronous or asynchronous instruction
- Video conference
- Audio conference
- Audio/video tape
- Interactive CD-ROM

NOTE: Self-study materials, such as CD-ROMs and audio/video tapes, are not eligible for PDU credits unless there is a way to verify the learning that takes place, as with a test or final paper.

Use of PMI Copyrighted Materials

A Permissions Agreement may be required to reproduce figures and excerpts from PMI copyrighted materials.

Contingent upon the R.E.P.'s acceptance of the terms and conditions set forth in Section 1, PMI grants the R.E.P. a limited use, nonexclusive, nontransferable license solely to reproduce 15 figures and five excerpts from the most current edition of PMI's copyrighted *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and reproduce definitions from the *PMBOK® Guide* Glossary for use and inclusion in its course offerings. Please see Section IV. PMI R.E.P. Program Benefits in Section 1 for more information.

How to Submit Materials

Applicants should clearly identify the documents submitted for review by labeling them with the item numbers found in the Quality Review forms that follow. Because of the volume of requests for reviews PMI receives, it is imperative that each application contains complete and easily identifiable responses so that processing will not be delayed. If you are submitting documents for more than one delivery method, clearly identify the method (classroom, conferences, distance education, or courses licensed from an R.E.P.) and the item to which you are responding.

Confidentiality

PMI has developed a team of 20 Quality Reviewers located around the world who:

- are PMP credential holders,
- possess a good understanding of PMI's global standards, and
- have significant training experience.

R.E.P. Quality Reviewers are legally bound to maintain the confidentiality of all application materials. They are further restricted in their ability to offer commercial training that could compete with the R.E.P.s. You can be assured of strict confidentiality since reviewers sign non-disclosure agreements.

NOTE: Please submit only one course for each delivery method you offer for your quality review. Enter information for additional courses with Section 3 of this application form.

Submitting Multimedia Material

Use the space below to indicate if review documentation is being submitted using more than one media (e-mail, fax, postal mail, etc.) or to provide further details about your application.

The documentation is being submitted e-mail

A. Quality Review: Applicant Organization

This documentation is required of ALL applicants, regardless of course delivery method.

Required attachments for R.E.P. Criterion 1: Organizational Responsibilities

- ✓ **Item 1:** Submit one of the following to demonstrate evidence of having been in business for a minimum of one calendar year preceding the date of application: your organization's business charter; articles of incorporation; PMI Chartered Component four digit ID number, accreditation by an appropriate accrediting body; or evidence of recognized proprietorship. **(Not required for Renewing R.E.P.s)**
- ✓ **Item 2:** Show evidence of having provided project management training for a minimum of one calendar year preceding the date of application. Possible documentation includes: signed class list, customer letter, customer completed evaluation form, invoice, etc. **(Not required for Renewing R.E.P.s)**
- ✓ **Item 3:** Identify the person responsible for administration of R.E.P. participation and submit an organizational chart or other supportive material that shows the division/department/unit/role within your organization where that person fits.
- ✓ **Item 4:** Submit your organization or your department's mission statement and/or strategic objectives reflecting a commitment to project management education.
- ✓ **Item 5: For classroom, distance learning, or licensed courses:** submit either a sample Letter of Attendance or a sample Certificate of Completion. At a minimum, the submitted document should include fields for a) name of company; b) name of attendee; c) name of course; d) date completed; e) course number registered or to be registered with PMI; and f) number of PDUs/contact hours offered. **For conferences:** submit a worksheet that includes the name or number of each conference workshop, the number of PDUs awarded, if any, and the length of each session.

B. Quality Review: Classroom Courses

This documentation is required of all applicants who offer classroom courses.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review. Renewing Providers must submit a course not previously submitted for an in-depth review. ***If you offer a PMP Preparatory Course, please submit this course as your sample course, even if submitted previously.***

Title of course submitted for review

PROJECT MANAGEMENT

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- ✓ **Item 6CC:** Provide a resume or curriculum vitae for the primary individual(s) involved in the design of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to course design.
- ✓ **Item 7CC:** Provide a resume or curriculum vitae for the subject matter expert(s) involved in the content development of the submitted course. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, other PMI credentials, or other recognized credentials appropriate to the subject matter.
- ✓ **Item 8CC:** Submit the learning objectives for the course being reviewed. Explain the process for determining those objectives.
- ✓ **Item 9CC:** Submit a complete set of course materials including the course outline/syllabus for the course being reviewed. All course materials must follow the outline/syllabus in a clear and logical manner.
 - A. Include all related materials such as student manuals, instructor manuals, study guides, lesson plans, course syllabus, and PowerPoint slides. Also provide any handouts, class exercises, group activities, learning projects, or other learning aids, and their answers or expected learning outcomes.
 - B. Most applicants send all material to PMI electronically or by postal mail to be distributed to a quality reviewer. On rare occasions, applicants may select to have their courses evaluated face-to-face by a reviewer. This can be accomplished by one of the following:
 - Take your materials directly to the reviewer, wait while the course is being reviewed, and retrieve your materials when the review is completed.
 - Participate in an online in-depth quality review using the Microsoft Live Meeting web conferencing service.
 - Request that a reviewer visit your site (face-to-face review). *Please note that any travel arrangement and additional expenses incurred with this option will be the responsibility of the applicant.*
 - I am requesting a face-to-face review. I understand this is not the preferred method.
- ✓ **Item 10CC:** A PMP credential holder must review the course content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form which is in Section 3 of this application. The PMP credential holder can not be the same person as the individual who designed/developed the activity (course/event) identified in Items 6CC and 7CC.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- ✓ **Item 11CC:** Describe the process for identifying, selecting, and evaluating qualified instructors.
- ✓ **Item 12CC:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, discussion, guest speakers, brainstorming, video, discussion, group discussion, case studies, role playing, etc.
- ✓ **Item 13CC:** Provide resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- ✓ **Item 14CC:** If you offer a course that prepares students for a PMI certification exam, provide the name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- ✓ **Item 15CC:** Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the course submitted for review complies with this methodology. Include the number of days, the start and end times, the length of breaks, etc. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- ✓ **Item 16CC:** Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instructor was effective.
- ✓ **Item 17CC:** Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- ✓ **Item 18CC:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

C. Quality Review: Conferences

This documentation is required of all applicants who offer conferences.

Note: If your organization typically offers conferences as one-time programs only, your organization may submit a similar previously offered conference for this review.

Title of conference submitted for review

NOT APPLICABLE

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Item 6CF:** Explain how sessions were determined, the composition of the selection committee, and if PMP credential holders were involved in selecting topics.
- Item 7CF:** Submit five speakers' biographies or curriculum vitae and presentation abstracts for presentations for which PDUs will be awarded. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, other PMI credentials, or other recognized credentials appropriate to the subject matter.
- Item 8CF:** Submit the learning objectives for the conference being reviewed and the process for determining those objectives.
- Item 9CF:** Submit one complete presentation and five abstracts from a current or past project management conference, along with the conference brochure.
- Item 10CF:** A PMP credential holder must review the conference content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form that is in Section 3 of this application.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- Item 11CF:** Describe the process for identifying, selecting, and evaluating qualified speakers/presenters.
- Items 12CF, 13CF, and 14CF:** Not Applicable

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- Item 15CF:** Review the description of the methodology that must be used to assign PDU values to the submitted conference. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the conference submitted for review complies with this methodology. In your discussion, include the number of PDUs you are assigning to the conference and the five abstracts presented.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- Item 16CF:** Provide sample conference evaluation forms for the conference and for an individual session. An evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of conference goals, and c) the presenter was effective.
- Item 17CF:** Provide a description of the process used to continuously improve the quality of your conferences. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- Item 18CF:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Please send the conference brochure and any marketing materials promoting the conference.

D. Quality Review: Distance Learning Courses

This documentation is required of all applicants who offer distance learning.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review. Renewing Providers must submit a course not previously submitted for an in-depth review. ***If you offer a PMP Preparatory Course, please submit this course as your sample course, even if submitted previously.***

Title of course submitted for review

NOT APPLICABLE

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Item 6DL:** Provide a resume or curriculum vitae for the primary individual(s) involved in the design of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to course development.
- Item 7DL:** Provide a resume or curriculum vitae for the subject matter expert(s) involved in the content development of the submitted course. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, or other recognized credentials appropriate to the subject matter.
- Item 8DL:** Submit the learning objectives for the course being reviewed. Explain the process for determining those objectives.
- Item 9DL:** Submit the physical media (CD, DVD) or access information for the course being reviewed.
 - A. Include all related materials such as student manuals, instructor manuals, study guides, lesson plans, course syllabus, handouts, class exercises, group activities, learning projects, and other learning aids that are not available online.
 - B. For courses offered via a distance education format, include the process for the R.E.P. Quality Reviewer to acquire virtual access to the course materials.

I am submitting an online course for review.

URL

UserID

Password

Contact to assist with login support, if necessary:

Name

Phone

E-mail

- Item 10DL:** A PMP credential holder must review the course content and complete and sign Part 4 of the Course Description Form that is Section 3 of this application. The PMP credential holder cannot be the same person as the individual who designed/developed the course as identified in Items 6DL and 7DL.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- **Item 11DL:** For instructor-led distance education, describe the process for identifying, selecting, and evaluating qualified instructors.
- **Item 12DL:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, guest speakers, brainstorming, video, group discussion, case studies, role playing, etc.
- **Item 13DL:** For instructor-led distance education, provide a resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- **Item 14DL:** provide the name(s) and name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- **Item 15DL:** Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of professional development units. Explain how the course submitted for review complies with this methodology. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- **Item 16DL:** Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instruction was effective.
- **Item 17DL:** Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- **Item 18DL:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

E. Quality Review: Licensed Courses

This documentation is required of all applicants who only offer courses licensed from an R.E.P.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review rather than a licensed course.

Title of course submitted for review

NOT APPLICABLE

R.E.P. licensing the course to you

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Items 6LC and 7LC:** Submit a letter from the licensing R.E.P. organization indicating that the applicant has an agreement to license its courses. (This letter will replace the requirement to provide resumes for the instructional designer and subject matter expert.)
- Items 8LC and 9LC:** Organizations that license their courses from an R.E.P. but do not offer their own courses must do the following:
 - A. Include your organization's process for selecting a course to be offered.
 - B. Check with your R.E.P. licensor contact person to see which course was submitted with their application. If you are currently using this course in your program, use this course as your "submitted" course for your R.E.P. Application. If your contact at the licensor organization does not know which course was submitted for their review, contact the PMI R.E.P. Processor at 610-356-4600 x5001 for the name of the contact person or send request to repsupport@pmi.org.
 - C. If the course the licensor submitted with their application is not currently being used by your organization, please contact the PMI R.E.P. Processor at +1 610 356 4600 or repsupport@pmi.org for information on how to proceed with your application.
- Items 10LC:** A PMP credential holder must still review the course content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form that is in Section 3 of this application.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- Item 11LC:** Describe the process for identifying, selecting, and evaluating qualified instructors.
- Item 12LC:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, discussion, guest speakers, brainstorming, video, discussion, group discussion, case studies, role playing, etc.
- Item 13LC:** Provide resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- Item 14LC:** provide the name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

Item 15LC: Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the course submitted for review complies with this methodology. Include the number of days, the start and end times, the length of breaks, etc. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

Item 16LC: Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instructor was effective.

Item 17LC: Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

Item 18LC: Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

This concludes Section 2. Please complete Sections 1 and 3 before submitting your application. Follow submission guidelines on page 30.

Section 3: Provider Activity (Course/Event) Description Form

Instructions

Demographic Information

Enter the name of the Provider as it is listed on the R.E.P. Application Form in Section 1 and the four digit R.E.P. number, if known. Please provide a point of contact and contact information. This individual should be the same person indicated as the point of contact in the R.E.P. Application Form.

Course Description and Learning Objectives

Each registered course will be tracked according to an assigned course number. Please limit the course number to 12 alpha-numeric characters. **Your organization must assign the 12-digit course number to the submitted course prior to submission to PMI.**

Please indicate whether or not the course description information found on the form should be listed in the R.E.P. Provider Course Listing Search. In 15 words or less, please enter the title of the course being registered. Indicate the number of professional development units (PDUs) which will be awarded to participants upon completion.

Please list the duration of the course. For example, a four-hour workshop, a two-day course, etc. Please note that the PDUs attached to the course should equal the number of hours listed in the "duration of the course." Generally, a one-day course of eight hours has a one-hour lunch break, so the total number of PDUs assigned to that course would be seven, unless the break was a "working lunch."

A change in the duration, PDU credit or content of more than 25% of the course constitutes a new course that must be registered separately.

Please indicate the primary language to be used when delivering the course. If not English, insert the course title in the alternate language field.

The learning objectives should clearly state what new knowledge or skills the student is expected to gain upon completion of the course. When formulating the learning objectives, use specific action verbs rather than vague statements. For example, statements such as "Describe the concept..." or "Explain the principles of..." demonstrate clear-cut objectives for the learning

experience. Avoid using vague terms such as "Learn to..." or "To know." Also, please indicate the method or methods that were used to perform the needs assessment for the course.

Indicate the level of learner experience required for participation in the course. Also, indicate the primary method of delivery, instructional resources, and methods of participation which are to be used in the course.

Quality Assurance

Indicate the methodology to be used in evaluating participant learning, student satisfaction, and overall course quality.

PMP Course Review Checklist Sign-off

Included in this area is the required PMP credential holder sign-off or electronic signature, attesting to the alignment of the course to the most current edition of the PMI Standard. Please have a PMP credential holder review your course and complete this section of the Course Description Form. The PMP credential holder must provide both his/her PMP certification number and PMI ID number.

Optional Items/Listing in Advertising Database

You have the option of listing the dates, cost, locations and times that you intend to offer the course. In addition, you may provide an optional description of the course (in 25 words or fewer) as you wish it to appear in the online R.E.P. Searchable Database.

How to Calculate PDUs

The PDU is the measuring unit used to quantify approved learning activities. One PDU is earned for every hour spent in a planned, structured learning experience or activity related to project management. Fractions of PDUs may be awarded in 0.25 increments following one full hour of activity. Providers should, therefore, establish the PDU value of a particular activity by using the number of estimated contact hours required to achieve the learning objectives of the activity.

Additional Provider Activity (Course/Event) Description Forms can be obtained by e-mailing your request to repsupport@pmi.org.

Additional Information

After Enrollment in the R.E.P. Program

Each course that offers PDUs must be registered in the R.E.P. Searchable Database.

After enrollment in the R.E.P. program, the Provider is required to submit only the four-page R.E.P. Course Description Form in order to register a course in the R.E.P. Searchable Database. This may be done online through the Administrative Updates URL.

PMI reserves the right to conduct an “audit review” of currently enrolled R.E.P.s at any time.

Courses Submitted in Other Languages

The primary business language at PMI is English. However R.E.P.s may register the course title and course description in another language. To correctly put this type of course in the R.E.P. Searchable Database, the course title in both English and the other language must be submitted on the R.E.P. Activity (Course/Event) Description Form. Please note that there is currently no capability for the use of certain characters and language marks not commonly found in English. The rest of the Provider Activity (Course/Event) Description Form must be submitted in English.

Provider Activity (Course/Event) Description Form

Use the [online system](#) to expedite processing.

PART 1: ACTIVITY (COURSE/EVENT) DESCRIPTION & LEARNING OBJECTIVES

Provider Applicant Business Name

Today's Date: dd/month/yyyy

Universidad Católica de Santiago de Guayaquil

17/March/2011

Provider ID Number (first-time applicants leave blank)

Activity (Course/Event) Number:

000000000001

(please limit to 12 alpha-numeric characters)

Is this activity (course/event) currently listed in the R.E.P. Searchable Database?

Yes No

Enter the activity (course/event) title in the language it is offered:

PROJECT MANAGEMENT

Enter the number of PDUs awarded:

total PDUs for PMP®

[The activity (course/event) may award PDUs for several of PMI's credentials if its content is related to those specialty and/or knowledge areas].

total PDUs for PgMP®

total PDUs for PMI-SP®

total PDUs for PMI-RMP®

Duration of activity (course/event):

(e.g., 4 hours, 2 days...)

To which PMI standard does the activity (course/event) align?

A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fourth Edition

The Standard for Program Management—Second Edition

Other

What is the method of delivery for this activity (course/event)? (Select ONE)

Traditional classroom

Video conference

Web-based real-time instruction

Outside consultant

Interactive CD-ROM

Web-based asynchronous instruction

Audio tape

Audio conference

Other:

Blended (combined traditional, face-to-face and distance learning components)

In which language is this activity (course/event) offered?

- | | | | |
|---|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> English | <input type="checkbox"/> Italian | <input checked="" type="checkbox"/> Spanish |
| <input type="checkbox"/> Brazilian Portuguese | <input type="checkbox"/> French | <input type="checkbox"/> Japanese | <input type="checkbox"/> Other: <input style="width: 150px;" type="text"/> |
| <input type="checkbox"/> Chinese Simplified | <input type="checkbox"/> German | <input type="checkbox"/> Korean | |
| <input type="checkbox"/> Chinese Traditional | <input type="checkbox"/> Hebrew | <input type="checkbox"/> Russian | |

Which process groups does this activity (course/event) primarily address? (Select all that apply)

- Initiating
 Planning
 Executing
 Monitoring and Controlling
 Closing
 All

Which Knowledge Areas does this activity (course/event) primarily address? (Select all that apply)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Communication Management | <input type="checkbox"/> Procurement Management | <input checked="" type="checkbox"/> Time Management |
| <input checked="" type="checkbox"/> Cost Management | <input checked="" type="checkbox"/> Quality Management | <input type="checkbox"/> All |
| <input checked="" type="checkbox"/> Human Resource Management | <input checked="" type="checkbox"/> Risk Management | |
| <input checked="" type="checkbox"/> Integration Management | <input checked="" type="checkbox"/> Scope Management | |

Which industry does this activity (course/event) primarily address? (Select all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Aerospace & Defense | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Automation Systems | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Project Management Office |
| <input type="checkbox"/> Communication | <input type="checkbox"/> International Development | <input type="checkbox"/> Quality in Project Management |
| <input type="checkbox"/> Consulting | <input checked="" type="checkbox"/> Information Systems | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Design-Procurement-Construction | <input type="checkbox"/> IT & Telecom | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> E-business | <input type="checkbox"/> Marketing & Sales | <input type="checkbox"/> Service & Outsourcing |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Metrics | <input type="checkbox"/> Students of Project Management |
| <input type="checkbox"/> Environmental Management | <input type="checkbox"/> New Product Development | <input type="checkbox"/> Troubled Projects |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Oil, Gas & Petrochemical | <input type="checkbox"/> Utility Industry |
| <input type="checkbox"/> Government | <input type="checkbox"/> Performance Management | <input type="checkbox"/> Women in Project Management |
| <input type="checkbox"/> Other: <input style="width: 150px;" type="text"/> | | |

Learning Objectives:

What new knowledge or skills will students gain through participation in this activity (course/event)?

(Write in 25 words or less)

This course provides participants with technical tools to implement methodologies to optimally manage the development of a project and evaluate the performance of it.

How did you determine the need for these learning objectives? (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Survey of project managers | <input type="checkbox"/> Interview with potential participants |
| <input type="checkbox"/> Evaluation information from previous activities | <input type="checkbox"/> Advice from project manager consultant |
| <input type="checkbox"/> Participants were involved in planning | <input type="checkbox"/> Survey of project manager employers or client |
| <input checked="" type="checkbox"/> Review of work performance | <input type="checkbox"/> Other: <input type="text"/> |

Expected audience knowledge level:

- Novice Intermediate Advanced Mixed

What instructional resources will be used in this activity (course/event)? (Select all that apply)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> In-house expertise | <input type="checkbox"/> Computer software | <input type="checkbox"/> Outside consultant |
| <input checked="" type="checkbox"/> Written books, manuals, handouts | <input type="checkbox"/> School faculty member | <input checked="" type="checkbox"/> Visual video tape or slides |
| <input type="checkbox"/> Other: <input type="text"/> | | |

Which methods of participant interaction are incorporated into this activity (course/event)?

(Select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Planned Q and A periods | <input checked="" type="checkbox"/> Group exercises | <input type="checkbox"/> Interactive computer software |
| <input type="checkbox"/> Simulations or role playing | <input checked="" type="checkbox"/> Discussion of case studies | <input checked="" type="checkbox"/> Hands-on activities |
| <input checked="" type="checkbox"/> Individual exercises | <input type="checkbox"/> Other: <input type="text"/> | |

Quality Assurance:

How will you evaluate participant learning and overall activity (course/event) quality? (Select all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Informal post test | <input type="checkbox"/> Comments survey at the end of the activity (course/event) |
| <input checked="" type="checkbox"/> Standardized post test | <input type="checkbox"/> Follow-up survey of participants or employer |
| <input type="checkbox"/> Post review of project by expert or peer group | <input type="checkbox"/> Other: <input type="text"/> |

This application form continues on the next page.

***Please be sure to complete the entire
Provider Activity (Course/Event) Description Form
before you submit the R.E.P. Application & Agreement
to PMI.***

PART 2: OPTIONAL ADVERTISING FOR ACTIVITY (COURSE/EVENT)

Do you wish to have this activity (course/event) appear in the Activity (Course/Event) Listing?

Yes No

Provider Information

Provider street address

Campus Universitario en la Av. Carlos Julio Arosemena, Km 1,1/2

City	State/Province	Zip/Postal Code	Country
Guayaquil	Guayas	EC0901	Ecuador

Web address (as listed in the R.E.P. Searchable Database)

http://www.ucsg.edu.ec

Activity (Course/Event) Contact Person (if different from contact listed in the R.E.P. Searchable Database)

Prefix	First name (given)	Last name (family)	Suffix

Phone number	Fax number	E-mail address

Is this activity (course/event) a conference? Yes No

Is this activity (course/event) offered during customized times and locations? Yes No

Advertising description of activity (course/event): (write in 25 words or less)

The course of "project management " is aimed at the general public who wish to acquire knowledge of PMI

Please list the dates, times and locations you will offer this activity (course/event):

Date (dd/month/yyyy)	Time	Location(City, State/Province, Country)
xx/xx/xxx	25 horas	Av.Carlos Julio Arosemena (Guayaquil,Guayas,Ecuador)

Cost of activity (course/event): (Select ONE)

US\$ 220 OR Contact Provider

Activity (Course/Event) start date:
dd/month/yyyy

Is an ongoing activity (course/event)? Yes No



R.E.P. Application & Agreement Section 3

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PART 3: PMP® REVIEW SIGN-OFF FOR ACTIVITY (COURSE/EVENT)

The Provider enters the contact information for the Project Management Professional (PMP)® credential holder who will review the activity (course/event). Please ensure that your reviewer knows you are requesting his/her review so that you can provide PMI with updated and accurate contact information, including e-mail address.

PMP Reviewer Name and Contact Information

Prefix	First name (given)	Last name (family)	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PMP certification number		PMI ID number (of the reviewer)	
<input type="text"/>		<input type="text"/>	
PMP reviewer's street address			
<input type="text"/>			
City	State/Province	Zip/Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	E-mail address		
<input type="text"/>	<input type="text"/>		
Title of the activity (course/event) to be reviewed			
<input type="text"/>			

The PMP reviewer completes this portion of the form

Based on your review of the activity (course/event) materials, please provide your assessment of this course by answering the following **two** questions.

1. Is the activity (course/event) material substantially consistent with the concepts and terminology as found in the current version PMI's global standard? (Select ONE)

- Content fully aligns with PMI's global standard.
- Content substantially aligns with PMI's global standard and differences are noted.
- Content offers project management concepts alternative to PMI's global standards and clearly indicates this.
- Content does not directly address PMI's global standards, but covers general management skills that directly support project management professional development.
- Content incorrectly represents PMI's global standards or does not offer relevant project management knowledge.

NOTE: "Substantially consistent" does not imply a word-for-word iteration. Alternative and new ideas are permitted, but must be clearly identified as such when they differ from PMI's global standards.

2. Do the process groups and Knowledge Areas addressed in the activity (course/event) match those claimed to be addressed by the applicant on the Activity (Course/Event) Description Form? (Select ONE)

- Matches
- Does not match

By checking this box, I, the above listed PMP credential holder, attest that I have reviewed the complete activity (course/event) content and materials for the above listed activity (course/event), and have found them to be in conformance with the above criteria as indicated. In addition, I am not the individual who designed or developed this activity (course/event).

<input type="text"/>	<input type="text"/>
Signature (Electronic signature acceptable) (format of electronic signature: //First Name Last Name//)	Date: dd/month/yyyy

R.E.P. Application Submission

This is the end of PMI's R.E.P. Activity (Course/Event) Description Form. Please remember to submit one form for each activity (course/event) for review.

This concludes the R.E.P. Program Application. Please make sure you complete Sections 1 and 2 before you submit your application.

Submit your application to PMI or the nearest PMI Regional Service Centre by e-mail, fax or postal mail.

Be sure to attach all required documents to your e-mail. For e-mail attachments greater than 3MB, please contact repsupport@pmi.org to request a username and password, then download Filezilla (<http://filezilla-project.org/>) to access our FTP site.

Submitting your application more than once will delay processing.

E-mail is the preferred method of submission. If the entire application cannot be sent electronically, you can send the application, the required supporting documentation and payment by fax or postal mail. You can send the materials to PMI's Global Operations Center or to the nearest PMI office listed here.

PMI CONTACT INFORMATION

PMI Global Operations Center

R.E.P. Processor
14 Campus Blvd.
Newtown Square, PA 19073-3299 USA
E-mail: repsupport@pmi.org
Telephone: +1 610 356 4600 ext. 5001
Fax: +1 888 243 3712

In Europe, Middle East, and Africa:

PMI EMEA Service Centre
Avenue de Tervueren 300
B-1150 Brussels, Belgium
E-mail: repsupport-emea@pmi.org
Telephone: +32 2 743 15 73
Fax: +32 2 743 1550

In Asia Pacific Region:

PMI Asia Pacific Service Centre
73 Bukit Timah Road
#04-01 Rex House
Singapore, 229832
E-mail: repsupport-asiapac@pmi.org
Telephone: + 65 6496 5501
Fax: +65 6336 6449

This concludes Section 3. Please complete Sections 1 and 2 before submitting your application.

B. Quality Review: Classroom Courses

This documentation is required of all applicants who offer classroom courses.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review. Renewing Providers must submit a course not previously submitted for an in-depth review. ***If you offer a PMP Preparatory Course, please submit this course as your sample course, even if submitted previously.***

Title of course submitted for review

Microsoft Project 2007 under the guidelines of PMI ®

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- ✓ **Item 6CC:** Provide a resume or curriculum vitae for the primary individual(s) involved in the design of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to course design.
- ✓ **Item 7CC:** Provide a resume or curriculum vitae for the subject matter expert(s) involved in the content development of the submitted course. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, other PMI credentials, or other recognized credentials appropriate to the subject matter.
- ✓ **Item 8CC:** Submit the learning objectives for the course being reviewed. Explain the process for determining those objectives.
- ✓ **Item 9CC:** Submit a complete set of course materials including the course outline/syllabus for the course being reviewed. All course materials must follow the outline/syllabus in a clear and logical manner.
 - A. Include all related materials such as student manuals, instructor manuals, study guides, lesson plans, course syllabus, and PowerPoint slides. Also provide any handouts, class exercises, group activities, learning projects, or other learning aids, and their answers or expected learning outcomes.
 - B. Most applicants send all material to PMI electronically or by postal mail to be distributed to a quality reviewer. On rare occasions, applicants may select to have their courses evaluated face-to-face by a reviewer. This can be accomplished by one of the following:
 - Take your materials directly to the reviewer, wait while the course is being reviewed, and retrieve your materials when the review is completed.
 - Participate in an online in-depth quality review using the Microsoft Live Meeting web conferencing service.
 - Request that a reviewer visit your site (face-to-face review). *Please note that any travel arrangement and additional expenses incurred with this option will be the responsibility of the applicant.*
 - I am requesting a face-to-face review. I understand this is not the preferred method.
- ✓ **Item 10CC:** A PMP credential holder must review the course content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form which is in Section 3 of this application. The PMP credential holder can not be the same person as the individual who designed/developed the activity (course/event) identified in Items 6CC and 7CC.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- ✓ **Item 11CC:** Describe the process for identifying, selecting, and evaluating qualified instructors.
- ✓ **Item 12CC:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, discussion, guest speakers, brainstorming, video, discussion, group discussion, case studies, role playing, etc.
- ✓ **Item 13CC:** Provide resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- ✓ **Item 14CC:** If you offer a course that prepares students for a PMI certification exam, provide the name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- ✓ **Item 15CC:** Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the course submitted for review complies with this methodology. Include the number of days, the start and end times, the length of breaks, etc. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- ✓ **Item 16CC:** Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instructor was effective.
- ✓ **Item 17CC:** Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- ✓ **Item 18CC:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

C. Quality Review: Conferences

This documentation is required of all applicants who offer conferences.

Note: If your organization typically offers conferences as one-time programs only, your organization may submit a similar previously offered conference for this review.

Title of conference submitted for review

NOT APPLICABLE

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Item 6CF:** Explain how sessions were determined, the composition of the selection committee, and if PMP credential holders were involved in selecting topics.
- Item 7CF:** Submit five speakers' biographies or curriculum vitae and presentation abstracts for presentations for which PDUs will be awarded. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, other PMI credentials, or other recognized credentials appropriate to the subject matter.
- Item 8CF:** Submit the learning objectives for the conference being reviewed and the process for determining those objectives.
- Item 9CF:** Submit one complete presentation and five abstracts from a current or past project management conference, along with the conference brochure.
- Item 10CF:** A PMP credential holder must review the conference content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form that is in Section 3 of this application.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- Item 11CF:** Describe the process for identifying, selecting, and evaluating qualified speakers/presenters.
- Items 12CF, 13CF, and 14CF:** Not Applicable

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- Item 15CF:** Review the description of the methodology that must be used to assign PDU values to the submitted conference. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the conference submitted for review complies with this methodology. In your discussion, include the number of PDUs you are assigning to the conference and the five abstracts presented.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- Item 16CF:** Provide sample conference evaluation forms for the conference and for an individual session. An evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of conference goals, and c) the presenter was effective.
- Item 17CF:** Provide a description of the process used to continuously improve the quality of your conferences. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- Item 18CF:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Please send the conference brochure and any marketing materials promoting the conference.

D. Quality Review: Distance Learning Courses

This documentation is required of all applicants who offer distance learning.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review. Renewing Providers must submit a course not previously submitted for an in-depth review. ***If you offer a PMP Preparatory Course, please submit this course as your sample course, even if submitted previously.***

Title of course submitted for review

NOT APPLICABLE

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Item 6DL:** Provide a resume or curriculum vitae for the primary individual(s) involved in the design of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to course development.
- Item 7DL:** Provide a resume or curriculum vitae for the subject matter expert(s) involved in the content development of the submitted course. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, or other recognized credentials appropriate to the subject matter.
- Item 8DL:** Submit the learning objectives for the course being reviewed. Explain the process for determining those objectives.
- Item 9DL:** Submit the physical media (CD, DVD) or access information for the course being reviewed.
 - A. Include all related materials such as student manuals, instructor manuals, study guides, lesson plans, course syllabus, handouts, class exercises, group activities, learning projects, and other learning aids that are not available online.
 - B. For courses offered via a distance education format, include the process for the R.E.P. Quality Reviewer to acquire virtual access to the course materials.

I am submitting an online course for review.

URL

UserID

Password

Contact to assist with login support, if necessary:

Name

Phone

E-mail

- Item 10DL:** A PMP credential holder must review the course content and complete and sign Part 4 of the Course Description Form that is Section 3 of this application. The PMP credential holder cannot be the same person as the individual who designed/developed the course as identified in Items 6DL and 7DL.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- **Item 11DL:** For instructor-led distance education, describe the process for identifying, selecting, and evaluating qualified instructors.
- **Item 12DL:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, guest speakers, brainstorming, video, group discussion, case studies, role playing, etc.
- **Item 13DL:** For instructor-led distance education, provide a resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- **Item 14DL:** provide the name(s) and name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- **Item 15DL:** Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of professional development units. Explain how the course submitted for review complies with this methodology. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- **Item 16DL:** Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instruction was effective.
- **Item 17DL:** Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- **Item 18DL:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

E. Quality Review: Licensed Courses

This documentation is required of all applicants who only offer courses licensed from an R.E.P.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review rather than a licensed course.

Title of course submitted for review

NOT APPLICABLE

R.E.P. licensing the course to you

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Items 6LC and 7LC:** Submit a letter from the licensing R.E.P. organization indicating that the applicant has an agreement to license its courses. (This letter will replace the requirement to provide resumes for the instructional designer and subject matter expert.)
- Items 8LC and 9LC:** Organizations that license their courses from an R.E.P. but do not offer their own courses must do the following:
 - A. Include your organization's process for selecting a course to be offered.
 - B. Check with your R.E.P. licensor contact person to see which course was submitted with their application. If you are currently using this course in your program, use this course as your "submitted" course for your R.E.P. Application. If your contact at the licensor organization does not know which course was submitted for their review, contact the PMI R.E.P. Processor at 610-356-4600 x5001 for the name of the contact person or send request to repsupport@pmi.org.
 - C. If the course the licensor submitted with their application is not currently being used by your organization, please contact the PMI R.E.P. Processor at +1 610 356 4600 or repsupport@pmi.org for information on how to proceed with your application.
- Items 10LC:** A PMP credential holder must still review the course content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form that is in Section 3 of this application.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- Item 11LC:** Describe the process for identifying, selecting, and evaluating qualified instructors.
- Item 12LC:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, discussion, guest speakers, brainstorming, video, discussion, group discussion, case studies, role playing, etc.
- Item 13LC:** Provide resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- Item 14LC:** provide the name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

Item 15LC: Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the course submitted for review complies with this methodology. Include the number of days, the start and end times, the length of breaks, etc. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

Item 16LC: Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instructor was effective.

Item 17LC: Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

Item 18LC: Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

This concludes Section 2. Please complete Sections 1 and 3 before submitting your application. Follow submission guidelines on page 30.

Section 3: Provider Activity (Course/Event) Description Form

Instructions

Demographic Information

Enter the name of the Provider as it is listed on the R.E.P. Application Form in Section 1 and the four digit R.E.P. number, if known. Please provide a point of contact and contact information. This individual should be the same person indicated as the point of contact in the R.E.P. Application Form.

Course Description and Learning Objectives

Each registered course will be tracked according to an assigned course number. Please limit the course number to 12 alpha-numeric characters. **Your organization must assign the 12-digit course number to the submitted course prior to submission to PMI.**

Please indicate whether or not the course description information found on the form should be listed in the R.E.P. Provider Course Listing Search. In 15 words or less, please enter the title of the course being registered. Indicate the number of professional development units (PDUs) which will be awarded to participants upon completion.

Please list the duration of the course. For example, a four-hour workshop, a two-day course, etc. Please note that the PDUs attached to the course should equal the number of hours listed in the "duration of the course." Generally, a one-day course of eight hours has a one-hour lunch break, so the total number of PDUs assigned to that course would be seven, unless the break was a "working lunch."

A change in the duration, PDU credit or content of more than 25% of the course constitutes a new course that must be registered separately.

Please indicate the primary language to be used when delivering the course. If not English, insert the course title in the alternate language field.

The learning objectives should clearly state what new knowledge or skills the student is expected to gain upon completion of the course. When formulating the learning objectives, use specific action verbs rather than vague statements. For example, statements such as "Describe the concept..." or "Explain the principles of..." demonstrate clear-cut objectives for the learning

experience. Avoid using vague terms such as "Learn to..." or "To know." Also, please indicate the method or methods that were used to perform the needs assessment for the course.

Indicate the level of learner experience required for participation in the course. Also, indicate the primary method of delivery, instructional resources, and methods of participation which are to be used in the course.

Quality Assurance

Indicate the methodology to be used in evaluating participant learning, student satisfaction, and overall course quality.

PMP Course Review Checklist Sign-off

Included in this area is the required PMP credential holder sign-off or electronic signature, attesting to the alignment of the course to the most current edition of the PMI Standard. Please have a PMP credential holder review your course and complete this section of the Course Description Form. The PMP credential holder must provide both his/her PMP certification number and PMI ID number.

Optional Items/Listing in Advertising Database

You have the option of listing the dates, cost, locations and times that you intend to offer the course. In addition, you may provide an optional description of the course (in 25 words or fewer) as you wish it to appear in the online R.E.P. Searchable Database.

How to Calculate PDUs

The PDU is the measuring unit used to quantify approved learning activities. One PDU is earned for every hour spent in a planned, structured learning experience or activity related to project management. Fractions of PDUs may be awarded in 0.25 increments following one full hour of activity. Providers should, therefore, establish the PDU value of a particular activity by using the number of estimated contact hours required to achieve the learning objectives of the activity.

Additional Provider Activity (Course/Event) Description Forms can be obtained by e-mailing your request to repsupport@pmi.org.

Additional Information

After Enrollment in the R.E.P. Program

Each course that offers PDUs must be registered in the R.E.P. Searchable Database.

After enrollment in the R.E.P. program, the Provider is required to submit only the four-page R.E.P. Course Description Form in order to register a course in the R.E.P. Searchable Database. This may be done online through the Administrative Updates URL.

PMI reserves the right to conduct an “audit review” of currently enrolled R.E.P.s at any time.

Courses Submitted in Other Languages

The primary business language at PMI is English. However R.E.P.s may register the course title and course description in another language. To correctly put this type of course in the R.E.P. Searchable Database, the course title in both English and the other language must be submitted on the R.E.P. Activity (Course/Event) Description Form. Please note that there is currently no capability for the use of certain characters and language marks not commonly found in English. The rest of the Provider Activity (Course/Event) Description Form must be submitted in English.

Provider Activity (Course/Event) Description FormUse the [online system](#) to expedite processing.**PART 1: ACTIVITY (COURSE/EVENT) DESCRIPTION & LEARNING OBJECTIVES****Provider Applicant Business Name****Today's Date: dd/month/yyyy**

Universidad Católica de Santiago de Guayaquil

17/March/2011

Provider ID Number (first-time applicants leave blank)**Activity (Course/Event) Number:**

000000000002

(please limit to 12 alpha-numeric characters)

Is this activity (course/event) currently listed in the R.E.P. Searchable Database? Yes No**Enter the activity (course/event) title in the language it is offered:**

Microsoft Project 2007 under the guidelines of PMI ®

Enter the number of PDUs awarded: total PDUs for PMP®

[The activity (course/event) may award PDUs for several of PMI's credentials if its content is related to those specialty and/or knowledge areas].

 total PDUs for PgMP® total PDUs for PMI-SP® total PDUs for PMI-RMP®**Duration of activity (course/event):**

(e.g., 4 hours, 2 days...)

To which PMI standard does the activity (course/event) align? A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fourth Edition The Standard for Program Management—Second Edition Other **What is the method of delivery for this activity (course/event)? (Select ONE)** Traditional classroom Video conference Web-based real-time instruction Outside consultant Interactive CD-ROM Web-based asynchronous instruction Audio tape Audio conference Other: Blended (combined traditional, face-to-face and distance learning components)

In which language is this activity (course/event) offered?

- | | | | |
|---|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> English | <input type="checkbox"/> Italian | <input checked="" type="checkbox"/> Spanish |
| <input type="checkbox"/> Brazilian Portuguese | <input type="checkbox"/> French | <input type="checkbox"/> Japanese | <input type="checkbox"/> Other: <input style="width: 150px;" type="text"/> |
| <input type="checkbox"/> Chinese Simplified | <input type="checkbox"/> German | <input type="checkbox"/> Korean | |
| <input type="checkbox"/> Chinese Traditional | <input type="checkbox"/> Hebrew | <input type="checkbox"/> Russian | |

Which process groups does this activity (course/event) primarily address? (Select all that apply)

- Initiating
 Planning
 Executing
 Monitoring and Controlling
 Closing
 All

Which Knowledge Areas does this activity (course/event) primarily address? (Select all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication Management | <input type="checkbox"/> Procurement Management | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Cost Management | <input type="checkbox"/> Quality Management | <input checked="" type="checkbox"/> All |
| <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Risk Management | |
| <input type="checkbox"/> Integration Management | <input type="checkbox"/> Scope Management | |

Which industry does this activity (course/event) primarily address? (Select all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Aerospace & Defense | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Automation Systems | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Project Management Office |
| <input type="checkbox"/> Communication | <input type="checkbox"/> International Development | <input type="checkbox"/> Quality in Project Management |
| <input type="checkbox"/> Consulting | <input checked="" type="checkbox"/> Information Systems | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Design-Procurement-Construction | <input type="checkbox"/> IT & Telecom | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> E-business | <input type="checkbox"/> Marketing & Sales | <input type="checkbox"/> Service & Outsourcing |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Metrics | <input type="checkbox"/> Students of Project Management |
| <input type="checkbox"/> Environmental Management | <input type="checkbox"/> New Product Development | <input type="checkbox"/> Troubled Projects |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Oil, Gas & Petrochemical | <input type="checkbox"/> Utility Industry |
| <input type="checkbox"/> Government | <input type="checkbox"/> Performance Management | <input type="checkbox"/> Women in Project Management |
| <input type="checkbox"/> Other: <input style="width: 150px;" type="text"/> | | |

Learning Objectives:

What new knowledge or skills will students gain through participation in this activity (course/event)?

(Write in 25 words or less)

Identify and implement best practices in the PMI PMBOK ® framework for managing projects with the Project tool.

How did you determine the need for these learning objectives? (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Survey of project managers | <input type="checkbox"/> Interview with potential participants |
| <input type="checkbox"/> Evaluation information from previous activities | <input type="checkbox"/> Advice from project manager consultant |
| <input type="checkbox"/> Participants were involved in planning | <input type="checkbox"/> Survey of project manager employers or client |
| <input checked="" type="checkbox"/> Review of work performance | <input type="checkbox"/> Other: <input type="text"/> |

Expected audience knowledge level:

- Novice Intermediate Advanced Mixed

What instructional resources will be used in this activity (course/event)? (Select all that apply)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> In-house expertise | <input checked="" type="checkbox"/> Computer software | <input type="checkbox"/> Outside consultant |
| <input checked="" type="checkbox"/> Written books, manuals, handouts | <input type="checkbox"/> School faculty member | <input checked="" type="checkbox"/> Visual video tape or slides |
| <input type="checkbox"/> Other: <input type="text"/> | | |

Which methods of participant interaction are incorporated into this activity (course/event)?

(Select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Planned Q and A periods | <input checked="" type="checkbox"/> Group exercises | <input checked="" type="checkbox"/> Interactive computer software |
| <input type="checkbox"/> Simulations or role playing | <input checked="" type="checkbox"/> Discussion of case studies | <input checked="" type="checkbox"/> Hands-on activities |
| <input checked="" type="checkbox"/> Individual exercises | <input type="checkbox"/> Other: <input type="text"/> | |

Quality Assurance:

How will you evaluate participant learning and overall activity (course/event) quality? (Select all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Informal post test | <input type="checkbox"/> Comments survey at the end of the activity (course/event) |
| <input checked="" type="checkbox"/> Standardized post test | <input type="checkbox"/> Follow-up survey of participants or employer |
| <input type="checkbox"/> Post review of project by expert or peer group | <input type="checkbox"/> Other: <input type="text"/> |

This application form continues on the next page.

***Please be sure to complete the entire
Provider Activity (Course/Event) Description Form
before you submit the R.E.P. Application & Agreement
to PMI.***

PART 2: OPTIONAL ADVERTISING FOR ACTIVITY (COURSE/EVENT)

Do you wish to have this activity (course/event) appear in the Activity (Course/Event) Listing?

Yes No

Provider Information

Provider street address

Campus Universitario en la Av. Carlos Julio Arosemena, Km 1,1/2

City	State/Province	Zip/Postal Code	Country
Guayaquil	Guayas	EC0901	Ecuador

Web address (as listed in the R.E.P. Searchable Database)

http://www.ucsg.edu.ec

Activity (Course/Event) Contact Person (if different from contact listed in the R.E.P. Searchable Database)

Prefix	First name (given)	Last name (family)	Suffix

Phone number	Fax number	E-mail address

Is this activity (course/event) a conference? Yes No

Is this activity (course/event) offered during customized times and locations? Yes No

Advertising description of activity (course/event): (write in 25 words or less)

The course "MICROSOFT PROJECT 2007 under the guidelines of PMI ®" help implement best practices with the tool Project.

Please list the dates, times and locations you will offer this activity (course/event):

Date (dd/month/yyyy)	Time	Location(City, State/Province, Country)
xx/xx/xxx	25 horas	Av.Carlos Julio Arosemena (Guayaquil,Guayas,Ecuador)

Cost of activity (course/event): (Select ONE)

US\$ 300 OR Contact Provider

Activity (Course/Event) start date:
dd/month/yyyy

Is an ongoing activity (course/event)? Yes No

PART 3: PMP® REVIEW SIGN-OFF FOR ACTIVITY (COURSE/EVENT)

The Provider enters the contact information for the Project Management Professional (PMP)® credential holder who will review the activity (course/event). Please ensure that your reviewer knows you are requesting his/her review so that you can provide PMI with updated and accurate contact information, including e-mail address.

PMP Reviewer Name and Contact Information

Prefix	First name (given)	Last name (family)	Suffix
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
PMP certification number		PMI ID number (of the reviewer)	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
PMP reviewer's street address			
<input style="width: 95%;" type="text"/>			
City	State/Province	Zip/Postal Code	Country
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Phone number	E-mail address		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Title of the activity (course/event) to be reviewed			
<input style="width: 95%;" type="text"/>			

The PMP reviewer completes this portion of the form

Based on your review of the activity (course/event) materials, please provide your assessment of this course by answering the following **two** questions.

1. Is the activity (course/event) material substantially consistent with the concepts and terminology as found in the current version PMI's global standard? (Select ONE)

- Content fully aligns with PMI's global standard.
- Content substantially aligns with PMI's global standard and differences are noted.
- Content offers project management concepts alternative to PMI's global standards and clearly indicates this.
- Content does not directly address PMI's global standards, but covers general management skills that directly support project management professional development.
- Content incorrectly represents PMI's global standards or does not offer relevant project management knowledge.

NOTE: "Substantially consistent" does not imply a word-for-word iteration. Alternative and new ideas are permitted, but must be clearly identified as such when they differ from PMI's global standards.

2. Do the process groups and Knowledge Areas addressed in the activity (course/event) match those claimed to be addressed by the applicant on the Activity (Course/Event) Description Form? (Select ONE)

- Matches
- Does not match

By checking this box, I, the above listed PMP credential holder, attest that I have reviewed the complete activity (course/event) content and materials for the above listed activity (course/event), and have found them to be in conformance with the above criteria as indicated. In addition, I am not the individual who designed or developed this activity (course/event).

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature (Electronic signature acceptable) (format of electronic signature: //First Name Last Name//)	Date: dd/month/yyyy

R.E.P. Application Submission

This is the end of PMI's R.E.P. Activity (Course/Event) Description Form. Please remember to submit one form for each activity (course/event) for review.

This concludes the R.E.P. Program Application. Please make sure you complete Sections 1 and 2 before you submit your application.

Submit your application to PMI or the nearest PMI Regional Service Centre by e-mail, fax or postal mail.

Be sure to attach all required documents to your e-mail. For e-mail attachments greater than 3MB, please contact repsupport@pmi.org to request a username and password, then download Filezilla (<http://filezilla-project.org/>) to access our FTP site.

Submitting your application more than once will delay processing.

E-mail is the preferred method of submission. If the entire application cannot be sent electronically, you can send the application, the required supporting documentation and payment by fax or postal mail. You can send the materials to PMI's Global Operations Center or to the nearest PMI office listed here.

PMI CONTACT INFORMATION

PMI Global Operations Center

R.E.P. Processor
14 Campus Blvd.
Newtown Square, PA 19073-3299 USA
E-mail: repsupport@pmi.org
Telephone: +1 610 356 4600 ext. 5001
Fax: +1 888 243 3712

In Europe, Middle East, and Africa:

PMI EMEA Service Centre
Avenue de Tervueren 300
B-1150 Brussels, Belgium
E-mail: repsupport-emea@pmi.org
Telephone: +32 2 743 15 73
Fax: +32 2 743 1550

In Asia Pacific Region:

PMI Asia Pacific Service Centre
73 Bukit Timah Road
#04-01 Rex House
Singapore, 229832
E-mail: repsupport-asiapac@pmi.org
Telephone: + 65 6496 5501
Fax: +65 6336 6449

This concludes Section 3. Please complete Sections 1 and 2 before submitting your application.

B. Quality Review: Classroom Courses

This documentation is required of all applicants who offer classroom courses.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review. Renewing Providers must submit a course not previously submitted for an in-depth review. ***If you offer a PMP Preparatory Course, please submit this course as your sample course, even if submitted previously.***

Title of course submitted for review

PROJECT RISKS MANAGEMENT

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- ✓ **Item 6CC:** Provide a resume or curriculum vitae for the primary individual(s) involved in the design of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to course design.
- ✓ **Item 7CC:** Provide a resume or curriculum vitae for the subject matter expert(s) involved in the content development of the submitted course. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, other PMI credentials, or other recognized credentials appropriate to the subject matter.
- ✓ **Item 8CC:** Submit the learning objectives for the course being reviewed. Explain the process for determining those objectives.
- ✓ **Item 9CC:** Submit a complete set of course materials including the course outline/syllabus for the course being reviewed. All course materials must follow the outline/syllabus in a clear and logical manner.
 - A. Include all related materials such as student manuals, instructor manuals, study guides, lesson plans, course syllabus, and PowerPoint slides. Also provide any handouts, class exercises, group activities, learning projects, or other learning aids, and their answers or expected learning outcomes.
 - B. Most applicants send all material to PMI electronically or by postal mail to be distributed to a quality reviewer. On rare occasions, applicants may select to have their courses evaluated face-to-face by a reviewer. This can be accomplished by one of the following:
 - Take your materials directly to the reviewer, wait while the course is being reviewed, and retrieve your materials when the review is completed.
 - Participate in an online in-depth quality review using the Microsoft Live Meeting web conferencing service.
 - Request that a reviewer visit your site (face-to-face review). *Please note that any travel arrangement and additional expenses incurred with this option will be the responsibility of the applicant.*
 - I am requesting a face-to-face review. I understand this is not the preferred method.
- ✓ **Item 10CC:** A PMP credential holder must review the course content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form which is in Section 3 of this application. The PMP credential holder can not be the same person as the individual who designed/developed the activity (course/event) identified in Items 6CC and 7CC.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- ✓ **Item 11CC:** Describe the process for identifying, selecting, and evaluating qualified instructors.
- ✓ **Item 12CC:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, discussion, guest speakers, brainstorming, video, discussion, group discussion, case studies, role playing, etc.
- ✓ **Item 13CC:** Provide resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- ✓ **Item 14CC:** If you offer a course that prepares students for a PMI certification exam, provide the name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- ✓ **Item 15CC:** Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the course submitted for review complies with this methodology. Include the number of days, the start and end times, the length of breaks, etc. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- ✓ **Item 16CC:** Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instructor was effective.
- ✓ **Item 17CC:** Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- ✓ **Item 18CC:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

C. Quality Review: Conferences

This documentation is required of all applicants who offer conferences.

Note: If your organization typically offers conferences as one-time programs only, your organization may submit a similar previously offered conference for this review.

Title of conference submitted for review

NOT APPLICABLE

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Item 6CF:** Explain how sessions were determined, the composition of the selection committee, and if PMP credential holders were involved in selecting topics.
- Item 7CF:** Submit five speakers' biographies or curriculum vitae and presentation abstracts for presentations for which PDUs will be awarded. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, other PMI credentials, or other recognized credentials appropriate to the subject matter.
- Item 8CF:** Submit the learning objectives for the conference being reviewed and the process for determining those objectives.
- Item 9CF:** Submit one complete presentation and five abstracts from a current or past project management conference, along with the conference brochure.
- Item 10CF:** A PMP credential holder must review the conference content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form that is in Section 3 of this application.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- Item 11CF:** Describe the process for identifying, selecting, and evaluating qualified speakers/presenters.
- Items 12CF, 13CF, and 14CF:** Not Applicable

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- Item 15CF:** Review the description of the methodology that must be used to assign PDU values to the submitted conference. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the conference submitted for review complies with this methodology. In your discussion, include the number of PDUs you are assigning to the conference and the five abstracts presented.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- Item 16CF:** Provide sample conference evaluation forms for the conference and for an individual session. An evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of conference goals, and c) the presenter was effective.
- Item 17CF:** Provide a description of the process used to continuously improve the quality of your conferences. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- Item 18CF:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Please send the conference brochure and any marketing materials promoting the conference.

D. Quality Review: Distance Learning Courses

This documentation is required of all applicants who offer distance learning.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review. Renewing Providers must submit a course not previously submitted for an in-depth review. ***If you offer a PMP Preparatory Course, please submit this course as your sample course, even if submitted previously.***

Title of course submitted for review

NOT APPLICABLE

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Item 6DL:** Provide a resume or curriculum vitae for the primary individual(s) involved in the design of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to course development.
- Item 7DL:** Provide a resume or curriculum vitae for the subject matter expert(s) involved in the content development of the submitted course. Expertise may be demonstrated by such qualifications as formal education, experience, PMP credential, or other recognized credentials appropriate to the subject matter.
- Item 8DL:** Submit the learning objectives for the course being reviewed. Explain the process for determining those objectives.
- Item 9DL:** Submit the physical media (CD, DVD) or access information for the course being reviewed.
 - A. Include all related materials such as student manuals, instructor manuals, study guides, lesson plans, course syllabus, handouts, class exercises, group activities, learning projects, and other learning aids that are not available online.
 - B. For courses offered via a distance education format, include the process for the R.E.P. Quality Reviewer to acquire virtual access to the course materials.

I am submitting an online course for review.

URL

UserID

Password

Contact to assist with login support, if necessary:

Name

Phone

E-mail

- Item 10DL:** A PMP credential holder must review the course content and complete and sign Part 4 of the Course Description Form that is Section 3 of this application. The PMP credential holder cannot be the same person as the individual who designed/developed the course as identified in Items 6DL and 7DL.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- **Item 11DL:** For instructor-led distance education, describe the process for identifying, selecting, and evaluating qualified instructors.
- **Item 12DL:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, guest speakers, brainstorming, video, group discussion, case studies, role playing, etc.
- **Item 13DL:** For instructor-led distance education, provide a resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- **Item 14DL:** provide the name(s) and name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

- **Item 15DL:** Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of professional development units. Explain how the course submitted for review complies with this methodology. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

- **Item 16DL:** Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instruction was effective.
- **Item 17DL:** Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

- **Item 18DL:** Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

E. Quality Review: Licensed Courses

This documentation is required of all applicants who only offer courses licensed from an R.E.P.

Note: Organizations that both license courses from an R.E.P. and develop their own project management courses must submit one of their own courses for review rather than a licensed course.

Title of course submitted for review

NOT APPLICABLE

R.E.P. licensing the course to you

This is a PMP Preparation Course

Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

- Items 6LC and 7LC:** Submit a letter from the licensing R.E.P. organization indicating that the applicant has an agreement to license its courses. (This letter will replace the requirement to provide resumes for the instructional designer and subject matter expert.)
- Items 8LC and 9LC:** Organizations that license their courses from an R.E.P. but do not offer their own courses must do the following:
 - A. Include your organization's process for selecting a course to be offered.
 - B. Check with your R.E.P. licensor contact person to see which course was submitted with their application. If you are currently using this course in your program, use this course as your "submitted" course for your R.E.P. Application. If your contact at the licensor organization does not know which course was submitted for their review, contact the PMI R.E.P. Processor at 610-356-4600 x5001 for the name of the contact person or send request to repsupport@pmi.org.
 - C. If the course the licensor submitted with their application is not currently being used by your organization, please contact the PMI R.E.P. Processor at +1 610 356 4600 or repsupport@pmi.org for information on how to proceed with your application.
- Items 10LC:** A PMP credential holder must still review the course content and complete and sign Part 3 of the Provider Activity (Course/Event) Description Form that is in Section 3 of this application.

Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

- Item 11LC:** Describe the process for identifying, selecting, and evaluating qualified instructors.
- Item 12LC:** Explain how the instructional methods for the course are used to achieve the learning objectives. Instructional method examples might include: lecture, discussion, guest speakers, brainstorming, video, discussion, group discussion, case studies, role playing, etc.
- Item 13LC:** Provide resume(s) or curriculum vitae for the instructor(s) of the course submitted for review. Expertise may be demonstrated by such qualifications as formal education, experience, or other recognized credentials appropriate to the subject matter.
- Item 14LC:** provide the name(s) and the PMP number(s) of the instructor(s) responsible for delivering the course.

Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

Item 15LC: Review the description of the methodology that must be used to assign PDU values to the submitted course. This can be found in Section 1, Criterion 4: Awarding of Professional Development Units. Explain how the course submitted for review complies with this methodology. Include the number of days, the start and end times, the length of breaks, etc. In your discussion, include the number of PDUs you are assigning to the course.

Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement

Item 16LC: Provide a sample course evaluation form for the course. A course evaluation form must contain, at a minimum, an assessment of a) whether the intended learning objectives were met, b) the instructional methodologies facilitated achievement of course goals, and c) the instructor was effective.

Item 17LC: Provide a description of the process used to continuously improve the quality of your courses. Describe how evaluations are used to improve offerings.

Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations

Item 18LC: Renewing Providers must submit sample marketing materials with their application demonstrating compliance with PMI's guidelines for the use of PMI marks. Marketing materials include advertising, brochures, flyers, etc.

This concludes Section 2. Please complete Sections 1 and 3 before submitting your application. Follow submission guidelines on page 30.

Section 3: Provider Activity (Course/Event) Description Form

Instructions

Demographic Information

Enter the name of the Provider as it is listed on the R.E.P. Application Form in Section 1 and the four digit R.E.P. number, if known. Please provide a point of contact and contact information. This individual should be the same person indicated as the point of contact in the R.E.P. Application Form.

Course Description and Learning Objectives

Each registered course will be tracked according to an assigned course number. Please limit the course number to 12 alpha-numeric characters. **Your organization must assign the 12-digit course number to the submitted course prior to submission to PMI.**

Please indicate whether or not the course description information found on the form should be listed in the R.E.P. Provider Course Listing Search. In 15 words or less, please enter the title of the course being registered. Indicate the number of professional development units (PDUs) which will be awarded to participants upon completion.

Please list the duration of the course. For example, a four-hour workshop, a two-day course, etc. Please note that the PDUs attached to the course should equal the number of hours listed in the "duration of the course." Generally, a one-day course of eight hours has a one-hour lunch break, so the total number of PDUs assigned to that course would be seven, unless the break was a "working lunch."

A change in the duration, PDU credit or content of more than 25% of the course constitutes a new course that must be registered separately.

Please indicate the primary language to be used when delivering the course. If not English, insert the course title in the alternate language field.

The learning objectives should clearly state what new knowledge or skills the student is expected to gain upon completion of the course. When formulating the learning objectives, use specific action verbs rather than vague statements. For example, statements such as "Describe the concept..." or "Explain the principles of..." demonstrate clear-cut objectives for the learning

experience. Avoid using vague terms such as "Learn to..." or "To know." Also, please indicate the method or methods that were used to perform the needs assessment for the course.

Indicate the level of learner experience required for participation in the course. Also, indicate the primary method of delivery, instructional resources, and methods of participation which are to be used in the course.

Quality Assurance

Indicate the methodology to be used in evaluating participant learning, student satisfaction, and overall course quality.

PMP Course Review Checklist Sign-off

Included in this area is the required PMP credential holder sign-off or electronic signature, attesting to the alignment of the course to the most current edition of the PMI Standard. Please have a PMP credential holder review your course and complete this section of the Course Description Form. The PMP credential holder must provide both his/her PMP certification number and PMI ID number.

Optional Items/Listing in Advertising Database

You have the option of listing the dates, cost, locations and times that you intend to offer the course. In addition, you may provide an optional description of the course (in 25 words or fewer) as you wish it to appear in the online R.E.P. Searchable Database.

How to Calculate PDUs

The PDU is the measuring unit used to quantify approved learning activities. One PDU is earned for every hour spent in a planned, structured learning experience or activity related to project management. Fractions of PDUs may be awarded in 0.25 increments following one full hour of activity. Providers should, therefore, establish the PDU value of a particular activity by using the number of estimated contact hours required to achieve the learning objectives of the activity.

Additional Provider Activity (Course/Event) Description Forms can be obtained by e-mailing your request to repsupport@pmi.org.

Additional Information

After Enrollment in the R.E.P. Program

Each course that offers PDUs must be registered in the R.E.P. Searchable Database.

After enrollment in the R.E.P. program, the Provider is required to submit only the four-page R.E.P. Course Description Form in order to register a course in the R.E.P. Searchable Database. This may be done online through the Administrative Updates URL.

PMI reserves the right to conduct an “audit review” of currently enrolled R.E.P.s at any time.

Courses Submitted in Other Languages

The primary business language at PMI is English. However R.E.P.s may register the course title and course description in another language. To correctly put this type of course in the R.E.P. Searchable Database, the course title in both English and the other language must be submitted on the R.E.P. Activity (Course/Event) Description Form. Please note that there is currently no capability for the use of certain characters and language marks not commonly found in English. The rest of the Provider Activity (Course/Event) Description Form must be submitted in English.

Provider Activity (Course/Event) Description Form

Use the [online system](#) to expedite processing.

PART 1: ACTIVITY (COURSE/EVENT) DESCRIPTION & LEARNING OBJECTIVES

Provider Applicant Business Name

Today's Date: dd/month/yyyy

Universidad Católica de Santiago de Guayaquil

17/March/2011

Provider ID Number (first-time applicants leave blank)

Activity (Course/Event) Number:

000000000003

(please limit to 12 alpha-numeric characters)

Is this activity (course/event) currently listed in the R.E.P. Searchable Database?

Yes No

Enter the activity (course/event) title in the language it is offered:

PROJECT RISKS MANAGEMENT

Enter the number of PDUs awarded:

[The activity (course/event) may award PDUs for several of PMI's credentials if its content is related to those specialty and/or knowledge areas].

total PDUs for PMP®
 total PDUs for PgMP®
 total PDUs for PMI-SP®
 25 total PDUs for PMI-RMP®

Duration of activity (course/event): 25 hours

(e.g., 4 hours, 2 days...)

To which PMI standard does the activity (course/event) align?

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fourth Edition
- The Standard for Program Management—Second Edition
- Other

What is the method of delivery for this activity (course/event)? (Select ONE)

- Traditional classroom
- Outside consultant
- Audio tape
- Blended (combined traditional, face-to-face and distance learning components)
- Video conference
- Interactive CD-ROM
- Audio conference
- Web-based real-time instruction
- Web-based asynchronous instruction
- Other:

In which language is this activity (course/event) offered?

- | | | | |
|---|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> English | <input type="checkbox"/> Italian | <input checked="" type="checkbox"/> Spanish |
| <input type="checkbox"/> Brazilian Portuguese | <input type="checkbox"/> French | <input type="checkbox"/> Japanese | <input type="checkbox"/> Other: <input style="width: 300px;" type="text"/> |
| <input type="checkbox"/> Chinese Simplified | <input type="checkbox"/> German | <input type="checkbox"/> Korean | |
| <input type="checkbox"/> Chinese Traditional | <input type="checkbox"/> Hebrew | <input type="checkbox"/> Russian | |

Which process groups does this activity (course/event) primarily address? (Select all that apply)

- Initiating
 Planning
 Executing
 Monitoring and Controlling
 Closing
 All

Which Knowledge Areas does this activity (course/event) primarily address? (Select all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication Management | <input type="checkbox"/> Procurement Management | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Cost Management | <input type="checkbox"/> Quality Management | <input type="checkbox"/> All |
| <input type="checkbox"/> Human Resource Management | <input checked="" type="checkbox"/> Risk Management | |
| <input type="checkbox"/> Integration Management | <input type="checkbox"/> Scope Management | |

Which industry does this activity (course/event) primarily address? (Select all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Aerospace & Defense | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Automation Systems | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Project Management Office |
| <input type="checkbox"/> Communication | <input type="checkbox"/> International Development | <input type="checkbox"/> Quality in Project Management |
| <input type="checkbox"/> Consulting | <input checked="" type="checkbox"/> Information Systems | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Design-Procurement-Construction | <input type="checkbox"/> IT & Telecom | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> E-business | <input type="checkbox"/> Marketing & Sales | <input type="checkbox"/> Service & Outsourcing |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Metrics | <input type="checkbox"/> Students of Project Management |
| <input type="checkbox"/> Environmental Management | <input type="checkbox"/> New Product Development | <input type="checkbox"/> Troubled Projects |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Oil, Gas & Petrochemical | <input type="checkbox"/> Utility Industry |
| <input type="checkbox"/> Government | <input type="checkbox"/> Performance Management | <input type="checkbox"/> Women in Project Management |
| <input type="checkbox"/> Other: <input style="width: 450px;" type="text"/> | | |

Learning Objectives:

What new knowledge or skills will students gain through participation in this activity (course/event)?

(Write in 25 words or less)

Understand and assimilate the concept of risk and its implications for the development of projects

How did you determine the need for these learning objectives? (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Survey of project managers | <input type="checkbox"/> Interview with potential participants |
| <input type="checkbox"/> Evaluation information from previous activities | <input type="checkbox"/> Advice from project manager consultant |
| <input type="checkbox"/> Participants were involved in planning | <input type="checkbox"/> Survey of project manager employers or client |
| <input checked="" type="checkbox"/> Review of work performance | <input type="checkbox"/> Other: <input type="text"/> |

Expected audience knowledge level:

- Novice Intermediate Advanced Mixed

What instructional resources will be used in this activity (course/event)? (Select all that apply)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> In-house expertise | <input type="checkbox"/> Computer software | <input type="checkbox"/> Outside consultant |
| <input checked="" type="checkbox"/> Written books, manuals, handouts | <input type="checkbox"/> School faculty member | <input checked="" type="checkbox"/> Visual video tape or slides |
| <input type="checkbox"/> Other: <input type="text"/> | | |

Which methods of participant interaction are incorporated into this activity (course/event)?

(Select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Planned Q and A periods | <input checked="" type="checkbox"/> Group exercises | <input type="checkbox"/> Interactive computer software |
| <input type="checkbox"/> Simulations or role playing | <input checked="" type="checkbox"/> Discussion of case studies | <input checked="" type="checkbox"/> Hands-on activities |
| <input checked="" type="checkbox"/> Individual exercises | <input type="checkbox"/> Other: <input type="text"/> | |

Quality Assurance:

How will you evaluate participant learning and overall activity (course/event) quality? (Select all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Informal post test | <input type="checkbox"/> Comments survey at the end of the activity (course/event) |
| <input checked="" type="checkbox"/> Standardized post test | <input type="checkbox"/> Follow-up survey of participants or employer |
| <input type="checkbox"/> Post review of project by expert or peer group | <input type="checkbox"/> Other: <input type="text"/> |

This application form continues on the next page.

***Please be sure to complete the entire
Provider Activity (Course/Event) Description Form
before you submit the R.E.P. Application & Agreement
to PMI.***

PART 2: OPTIONAL ADVERTISING FOR ACTIVITY (COURSE/EVENT)

Do you wish to have this activity (course/event) appear in the Activity (Course/Event) Listing?

Yes No

Provider Information

Provider street address

Campus Universitario en la Av. Carlos Julio Arosemena, Km 1,1/2

City	State/Province	Zip/Postal Code	Country
Guayaquil	Guayas	EC0901	Ecuador

Web address (as listed in the R.E.P. Searchable Database)

http://www.ucsg.edu.ec

Activity (Course/Event) Contact Person (if different from contact listed in the R.E.P. Searchable Database)

Prefix	First name (given)	Last name (family)	Suffix

Phone number	Fax number	E-mail address

Is this activity (course/event) a conference? Yes No

Is this activity (course/event) offered during customized times and locations? Yes No

Advertising description of activity (course/event): (write in 25 words or less)

The course "RISK MANAGEMENT IN PROJECT" aimed at professionals who want to assimilate the concept and implications of the project risk

Please list the dates, times and locations you will offer this activity (course/event):

Date (dd/month/yyyy)	Time	Location(City, State/Province, Country)
xx/xx/xxx	25 horas	Av.Carlos Julio Arosemena (Guayaquil,Guayas,Ecuador)

Cost of activity (course/event): (Select ONE)

US\$ 280 OR Contact Provider

Activity (Course/Event) start date:
dd/month/yyyy

Is an ongoing activity (course/event)? Yes No

PART 3: PMP® REVIEW SIGN-OFF FOR ACTIVITY (COURSE/EVENT)

The Provider enters the contact information for the Project Management Professional (PMP)® credential holder who will review the activity (course/event). Please ensure that your reviewer knows you are requesting his/her review so that you can provide PMI with updated and accurate contact information, including e-mail address.

PMP Reviewer Name and Contact Information

Prefix	First name (given)	Last name (family)	Suffix
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
PMP certification number		PMI ID number (of the reviewer)	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
PMP reviewer's street address			
<input style="width: 100%;" type="text"/>			
City	State/Province	Zip/Postal Code	Country
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Phone number	E-mail address		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Title of the activity (course/event) to be reviewed			
<input style="width: 100%;" type="text"/>			

The PMP reviewer completes this portion of the form

Based on your review of the activity (course/event) materials, please provide your assessment of this course by answering the following **two** questions.

1. Is the activity (course/event) material substantially consistent with the concepts and terminology as found in the current version PMI's global standard? (Select ONE)

- Content fully aligns with PMI's global standard.
- Content substantially aligns with PMI's global standard and differences are noted.
- Content offers project management concepts alternative to PMI's global standards and clearly indicates this.
- Content does not directly address PMI's global standards, but covers general management skills that directly support project management professional development.
- Content incorrectly represents PMI's global standards or does not offer relevant project management knowledge.

NOTE: "Substantially consistent" does not imply a word-for-word iteration. Alternative and new ideas are permitted, but must be clearly identified as such when they differ from PMI's global standards.

2. Do the process groups and Knowledge Areas addressed in the activity (course/event) match those claimed to be addressed by the applicant on the Activity (Course/Event) Description Form? (Select ONE)

- Matches
- Does not match

By checking this box, I, the above listed PMP credential holder, attest that I have reviewed the complete activity (course/event) content and materials for the above listed activity (course/event), and have found them to be in conformance with the above criteria as indicated. In addition, I am not the individual who designed or developed this activity (course/event).

<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Signature (Electronic signature acceptable) (format of electronic signature: //First Name Last Name//)	Date: dd/month/yyyy

R.E.P. Application Submission

This is the end of PMI's R.E.P. Activity (Course/Event) Description Form. Please remember to submit one form for each activity (course/event) for review.

This concludes the R.E.P. Program Application. Please make sure you complete Sections 1 and 2 before you submit your application.

Submit your application to PMI or the nearest PMI Regional Service Centre by e-mail, fax or postal mail.

Be sure to attach all required documents to your e-mail. For e-mail attachments greater than 3MB, please contact repsupport@pmi.org to request a username and password, then download Filezilla (<http://filezilla-project.org/>) to access our FTP site.

Submitting your application more than once will delay processing.

E-mail is the preferred method of submission. If the entire application cannot be sent electronically, you can send the application, the required supporting documentation and payment by fax or postal mail. You can send the materials to PMI's Global Operations Center or to the nearest PMI office listed here.

PMI CONTACT INFORMATION

PMI Global Operations Center

R.E.P. Processor
14 Campus Blvd.
Newtown Square, PA 19073-3299 USA
E-mail: repsupport@pmi.org
Telephone: +1 610 356 4600 ext. 5001
Fax: +1 888 243 3712

In Europe, Middle East, and Africa:

PMI EMEA Service Centre
Avenue de Tervueren 300
B-1150 Brussels, Belgium
E-mail: repsupport-emea@pmi.org
Telephone: +32 2 743 15 73
Fax: +32 2 743 1550

In Asia Pacific Region:

PMI Asia Pacific Service Centre
73 Bukit Timah Road
#04-01 Rex House
Singapore, 229832
E-mail: repsupport-asiapac@pmi.org
Telephone: + 65 6496 5501
Fax: +65 6336 6449

This concludes Section 3. Please complete Sections 1 and 2 before submitting your application.

Anexo 4

Perfil del Docente

PERFIL DE CARGO DEL DOCENTE A DICTAR LOS CURSOS PMI

Cargo: Docente de cursos de proyectos PMI

Edad: 30 años en adelante

Sexo: Indistinto

Estado Civil: Indistinto

Educación Formal:

- Título profesional: Licenciatura o superior de 4 años de duración o más
- Certification: Project Management Professional (PMP)[®].
- Cursos de Ingles

Experiencia Laboral:

- Tener por lo menos 4,500 horas en una posición de responsabilidad dirigiendo o liderando proyectos
- Tener 36 meses de experiencia en Dirección de Proyectos.
- Tener 35 horas en educación en dirección de proyectos

Requisitos Adicionales:

- Dominio de metodología y diseño de investigación.
- Estar permanentemente actualizado en metodologías de aprendizaje.
- Dominio de las lógicas de argumentación, disertación y oratoria.
- Habilidad para evaluar y autoevaluar los procesos de aprendizaje.
- Destrezas en el diseño y elaboración de materiales educativos.
- Manejo de Herramientas MS Office: Word, Excel y Project.

Deberes y responsabilidades:

- Compromiso con la misión y visión de la Universidad
- Cumplir con las responsabilidades académicas de los docentes exigidas en Reglamentos y Estatutos de la Universidad.

Características de Personalidad:

- Equilibrio emocional
- Capacidad de liderazgo
- Criterio analítico
- Proactivo
- Creatividad
- Ética personal y profesional
- Tendencia al diálogo
- Ser asertivo en la resolución de problemas.
- Ser abierto a cambios, frente a las propuestas que presente la Universidad.
- Identidad y sentido de pertenencia con la Carrera, la Facultad y la Institución.
- Compromiso con una educación basada en la responsabilidad social

Habilidades Adquiridas:

- Habilidad para planificar.
- Capacidad de tomar decisiones.
- Destreza en proyectos.
- Capacidad para liderar equipos de trabajo.

Anexo 5

Estructura de los Cursos

PRIMER CURSO

CURSO: ADMINISTRACIÓN DE PROYECTOS

DURACIÓN: 25 HORAS

OBJETIVO

Este curso proporciona a los participantes técnicas y herramientas que les permitan aplicar metodologías para administrar en forma óptima el desarrollo de un proyecto, así como evaluar el desempeño del mismo.

DIRIGIDO A

Ejecutivos, Promotores, Gerentes, Coordinadores de área. Personas en general que desean adquirir los conocimientos en esta materia.

METODOLOGÍA

- Modalidad presencial

CONTENIDO TEMÁTICO DEL CURSO ADMINISTRACIÓN DE PROYECTOS

<p><u>MÓDULO 1</u> CARACTERÍSTICAS DE LOS PROYECTOS</p>	<ol style="list-style-type: none"> 1. Definición de proyecto 2. Diferencias con los procesos cíclicos
<p><u>MÓDULO 2</u> LA ADMINISTRACIÓN DE UN PROYECTO</p>	<ol style="list-style-type: none"> 1. Fases de la administración de proyectos 2. Etapas previas a la planeación: inicio del proyecto 3. Determinación del tiempo base del proyecto
<p><u>MÓDULO 3</u> DESGLOSE DEL PROYECTO BLOQUES DE TAREA</p>	<ol style="list-style-type: none"> 1. Desglose de bloques de tarea
<p><u>MÓDULO 4</u> INTEGRACIÓN DE UN EQUIPO MULTIDISCIPLINARIO DE PROYECTO</p>	<ol style="list-style-type: none"> 1. El líder y el equipo de proyecto 2. Funciones del líder de proyecto 3. Estudio de caso: seleccionando los integrantes de un equipo
<p><u>MÓDULO 5</u> DESGLOSE DEL PROYECTEN TAREAS ESPECÍFICAS</p>	<ol style="list-style-type: none"> 1. WBS (Work Breakdown Structure) 2. Reglas de WBS 3. Integración de una lista de tareas 4. Hitos (milestones) 5. Tareas asociadas al manejo de riesgos 6. Tareas asociadas a la procuración del proyecto 7. Tareas asociadas al aseguramiento de calidad 8. Tareas de coordinación del proyecto 9. WBS (Work Breakdown Structure) 10. Reglas de WBS 11. Integración de una lista de tareas 12. Hitos (milestones)

	<ul style="list-style-type: none"> 13. Tareas asociadas al manejo de riesgos 14. Tareas asociadas a la procuración del proyecto 15. Tareas asociadas al aseguramiento de calidad 16. Tareas de coordinación del proyecto
<p><u>MÓDULO 6</u> ASIGNACIÓN DE RESPONSABLES</p>	<ul style="list-style-type: none"> 1. Matriz de responsabilidades 2. Calendarios por recurso 3. Porcentajes de asignación de recursos de trabajo
<p><u>MÓDULO 7</u> ASIGNACIÓN DE OTROS RECURSOS</p>	<ul style="list-style-type: none"> 1. Recursos de trabajo (humanos) 2. Recursos materiales
<p><u>MÓDULO 8</u> ESTIMACIÓN DE TIEMPOS POR ACTIVIDADES</p>	<ul style="list-style-type: none"> 1. Métodos de estimación de tiempo 2. Tareas condicionadas por el esfuerzo
<p><u>MÓDULO 9</u> INTERACTIVIDAD ENTRE TAREAS</p>	<ul style="list-style-type: none"> 1. Relación de secuencia entre tareas 2. Diagrama de Gantt 3. Red lógica 4. Ruta Crítica 5. Optimización del proyecto con base en la Ruta Crítica
<p><u>MÓDULO 10</u> INTEGRACIÓN DEL PRESUPUESTO DEL PROYECTO</p>	<ul style="list-style-type: none"> 1. Costo por Tarea 2. Costo del Proyecto(directo e indirecto)
<p><u>MÓDULO 11</u> SEGUIMIENTO DEL PROYECTO</p>	<ul style="list-style-type: none"> 1. Comunicación 2. Avance por tarea 3. Toma de decisiones preventivas correctivas 4. Reportes del proyecto <p>Conclusión del proyecto: actividades de finalización</p>

SEGUNDO CURSO

CURSO: MICROSOFT PROJECT 2007 BAJO LOS LINEAMIENTOS DEL PMI®

DURACIÓN: 40 HORAS

OBJETIVO:

- Identificar y aplicar las mejores prácticas sugeridas por el PMI en su marco de referencia PMBOK® para la administración de proyectos haciendo uso de la herramienta Microsoft Office Project.
- Ampliar el margen de destrezas en administración de proyectos.
- Aprender las funciones adecuadas de Microsoft Project para la Administración adecuada de proyectos.
- Profundizar en las funciones que proporciona Microsoft Project para seguimientos, generación de reportes y visualización de un solo proyecto o de programas de proyectos.
- Enfoque delimitado a la gestión de PMO.

DIRIGIDO A:

Este curso va dirigido a gerentes de proyectos, profesionales en administración de proyectos, Integrantes de equipo de proyectos, organizaciones que buscan mejorar los procesos de gerencia de proyectos, personas interesadas en adoptar el modelo de mejores prácticas del PMI.

METODOLOGÍA

- Modalidad presencial
- Desarrollo del curso basado en un proyecto real
- Se expone el marco de referencia del PMI

**CONTENIDO TEMÁTICO DEL CURSO MICROSOFT PROJECT 2007
BAJO LOS LINEAMIENTOS DEL PMI®**

<p><u>MÓDULO 1</u> INTRODUCCIÓN AL MS PROJECT 2007.</p>	<p>1.1 Generalidades.</p> <p>1.2 Barras de Herramientas.</p> <p>1.3 Explorando Vistas.</p> <p>1.4 Explorando Tablas.</p> <p>1.5 Conociendo los Informes.</p>
<p><u>MÓDULO 2</u> PLANIFICACIÓN DEL PROYECTO (I) - CREACIÓN DE ENTREGABLES, ACTIVIDADES Y CALENDARIOS.</p>	<p>2.1 Creación del Proyecto mediante el WBS Chart Pro.</p> <ul style="list-style-type: none"> ▪ Creación del WBS. ▪ Exportar el WBS al MS Project 2007. <p>2.2 Creación del Proyecto mediante el MS Project 2007.</p> <ul style="list-style-type: none"> ▪ Esquema de Planificación. ▪ Crear el Proyecto. ▪ Ingresar Entregables. ▪ Ingresar Actividades. ▪ Ingresar Actividades repetitivas. ▪ Ingresar Hitos. <p>2.3 Creación de Calendarios.</p> <ul style="list-style-type: none"> ▪ Calendario Base. ▪ Crear Calendario del Proyecto. ▪ Crear Calendario de Recursos. ▪ Crear Calendario de Tareas. <p>Desarrollo del Caso Práctico</p>
<p><u>MÓDULO 2</u> PLANIFICACIÓN DEL PROYECTO (II) DEFINICIÓN DE LOS RECURSOS Y COSTOS DEL PROYECTO.</p>	<p>2.4 Definir Recursos y Costos.</p> <ul style="list-style-type: none"> ▪ Tipos de Recursos. <ul style="list-style-type: none"> ○ Recursos Tipo Trabajo. ○ Recursos Tipo Material. ○ Recursos Tipo Costo. ○ Cómo agregar recursos en el Project. ▪ Costo de los Recursos. <ul style="list-style-type: none"> ○ Costo de los recursos tipo trabajo. ○ Tipo de Acumulado de costos. ○ Costo de los recursos tipo material. ○ Costo de los recursos tipo costo. ○ Ingreso de horas extra. ○ Ingreso de costo de horas extra.

	<p>2.5 Asignar propiedades a las Actividades.</p> <ul style="list-style-type: none"> ▪ Información necesaria para empezar. ▪ Dar Propiedades a las Tareas. <ul style="list-style-type: none"> ○ Opción Información de la Tarea. ○ Opción General. ○ Opción Predecesoras. ○ Opción Recursos. ○ Opciones avanzadas: Fecha límite, tipo de delimitación, Tipo de Tarea y Calendarios. <p>2.6 Secuenciar Entregables y actividades.</p> <ul style="list-style-type: none"> ▪ Secuenciamiento de actividades. <p>Desarrollo del Caso Práctico</p>
<p style="text-align: center;"><u>MÓDULO 2</u></p> <p style="text-align: center;">PLANIFICACIÓN DEL PROYECTO (III) - REVISIÓN Y AJUSTE DEL PLAN DEL PROYECTO.</p>	<p>2.7 Identificación de la Ruta Crítica del Proyecto.</p> <ul style="list-style-type: none"> ▪ Identificar la Ruta Crítica. <p>2.8 Ajuste del Proyecto.</p> <ul style="list-style-type: none"> ▪ Ajuste del Proyecto. ▪ Información necesaria para empezar. ▪ Ajuste del Tiempo del Proyecto. <ul style="list-style-type: none"> ○ Consideraciones. ○ Configuración previa para el ajuste. ○ Reducir el tiempo del proyecto. ○ Alternativas para reducir el tiempo del proyecto: <ul style="list-style-type: none"> ✓ Eliminar una tarea crítica. ✓ Recortar el alcance de una tarea crítica. ✓ Asignar más recursos a una tarea. ✓ Incrementar las horas de trabajo. ✓ Adicionar tiempo de adelanto entre tareas. ✓ Cambiar tipo de vínculo entre tareas. ▪ Ajuste del Costo del Proyecto. <ul style="list-style-type: none"> ○ Consideraciones. ○ ¿Cuánto cuesta el proyecto?. ○ Alternativas para reducir el costo: <ul style="list-style-type: none"> ✓ Recortar el alcance de una tarea. ✓ Reasignar recursos. <p>2.9 Nivelación de Recursos.</p> <ul style="list-style-type: none"> ▪ Consideraciones. ▪ Encontrar recursos sobreasignados. ▪ Nivelación Manual. ▪ Alternativas para Nivelar Recursos:

	<ul style="list-style-type: none"> ○ Modificar secuenciamiento. ○ Reasignar recursos. ○ Modificar cargas de trabajo. ○ Insertar tiempo de atraso. ▪ Nivelación Automática. <p>Desarrollo del Caso Práctico</p>
<p style="text-align: center;"><u>MÓDULO 3</u> CONFIGURACIÓN DE LA LÍNEA BASE.</p>	<p>3.1 Creación de la Línea Base.</p> <ul style="list-style-type: none"> ▪ ¿Qué es la Línea Base?. ▪ Establecer Línea de Base. ▪ Revisión de Información de la Línea de Base. ▪ Establecer Líneas de Base Adicionales. ▪ Borrar una Línea de Base. <p>3.2 Emitir la Curva del Valor Planeado.</p> <p>3.3 Auditar la Línea Base.</p> <p>Desarrollo del Caso Práctico</p>
<p style="text-align: center;"><u>MÓDULO 4</u> ACTUALIZACIÓN DEL SEGUIMIENTO DEL PROYECTO.</p>	<p>4.1 Actualización del Progreso de las Tareas.</p> <ul style="list-style-type: none"> ▪ Introducción del porcentaje completado. ▪ Introducción duraciones reales y restantes. ▪ Introducción fechas reales de comienzo y de fin. <p>4.2 Actualización de las Asignaciones.</p> <ul style="list-style-type: none"> ▪ Introducción del porcentaje de trabajo completado. ▪ Introducción del trabajo completado real y restante. ▪ Introducción del trabajo real por periodos de tiempo. <p>4.3 Reprogramación del Proyecto</p> <p>4.4 Actualización de los Costos Reales.</p> <ul style="list-style-type: none"> ▪ Actualización de los costes reales para los recursos trabajo. ▪ Actualización de los costes reales para los recursos materiales. ▪ Actualización de los valores reales de los recursos costo. ▪ Actualización de los valores reales para costos fijos de tareas. ▪ Actualización manual de los costos del proyecto. <p>4.5 Emitir Informe de Performance del Trabajo.</p> <p>4.6 Emitir Informe de Performance del Proyecto.</p> <p>Desarrollo del Caso Práctico</p>

<p style="text-align: center;"><u>MÓDULO 5</u></p> <p style="text-align: center;">RESPUESTA DEL PROYECTO A LOS CAMBIOS.</p>	<p>5.1 Monitoreo y ajuste de la programación.</p> <ul style="list-style-type: none"> ▪ Monitoreo del progreso de la programación. ▪ Revisión del progreso de la programación general. ▪ Revisión de la ruta crítica. ▪ Revisión del progreso de las tareas. ▪ Visualización de líneas de progreso. <ul style="list-style-type: none"> ○ Corrección de la programación. <p>5.2 Monitoreo y ajuste de costos.</p> <ul style="list-style-type: none"> ▪ Seguimiento de los costos del proyecto. <ul style="list-style-type: none"> ○ Revisión de los costos totales generales. ○ Revisión de la variación de costos. ○ Revisión de los costos fuera del presupuesto. ○ Revisión del rendimiento del costo utilizando el análisis de valor ganado. ○ Revisión del estado del presupuesto. ▪ Alineación del proyecto con el presupuesto. <p>5.3 Monitoreo y ajuste de la carga de trabajo de los recursos.</p> <ul style="list-style-type: none"> ▪ Monitoreo de la carga de trabajo de los recursos. <ul style="list-style-type: none"> ○ Revisión de los totales del trabajo general. ○ Revisión de las variaciones de trabajo. ○ Revisión del trabajo presupuestado. ○ Revisión de la asignación de los recursos. ▪ Equilibrado de la carga de trabajo de los recursos. <p>Desarrollo del Caso Práctico</p>
<p style="text-align: center;"><u>MÓDULO 6</u></p> <p style="text-align: center;">CONTROL DEL PROYECTO USANDO EL VALOR GANADO.</p>	<p>6.1 Comprendiendo el Valor Ganado.</p> <ul style="list-style-type: none"> ▪ Comprendiendo los campos del Valor Ganado. <ul style="list-style-type: none"> ○ Usando el método de % físico completado para calcular el valor ganado. ○ Generando datos para los cálculos del valor ganado. ▪ Usando Tablas de Valor Ganado. <ul style="list-style-type: none"> ○ Usando la Tabla de Valor Ganado para las tareas. ○ Usando la Tabla de Valor Ganado para los recursos. ○ Usando los indicadores de Valor Ganado del Costo y las tablas de indicadores de Valor Ganado del Cronograma. <p>6.2 Seguimiento del Progreso en el Cronograma.</p> <ul style="list-style-type: none"> ▪ Seguimiento del progreso en MS Project. <ul style="list-style-type: none"> ○ Seguimiento de las tareas resumen.

	<ul style="list-style-type: none"> ○ Seguimiento diario de las tareas. ○ Seguimiento diario de los recursos. ○ Ajustando el cronograma durante el seguimiento. <p>6.3 Generación de Informes de Valor Ganado.</p> <ul style="list-style-type: none"> ▪ Generando Informes de Valor Ganado. ▪ Generación de Informe Visual de Valor Acumulado.
<p><u>MÓDULO 7</u></p> <p>CIERRE DEL PROYECTO USANDO MS PROJECT</p> <p>2007.</p>	<p>7.1 Actualizar la información de cierre del Proyecto.</p> <p>7.2 Emitir la Curva S Final del Proyecto.</p> <p>7.3 Emitir el Informe de Performance Final del Proyecto.</p> <p style="text-align: center;">Desarrollo del Caso Práctico</p>

TERCER CURSO

CURSO: GERENCIA DE RIESGOS EN PROYECTOS

DURACIÓN: 25 HORAS

Objetivos del Curso:

- Entender y asimilar el concepto de riesgo y sus implicaciones en el desarrollo de los proyectos
- Lograr un conocimiento de los elementos de la gerencia del riesgo, así como de los niveles de control, y su clasificación para enfrentarlos adecuadamente
- Conocer herramientas y técnicas disponibles, útiles para desarrollar un plan de riesgos estructurado que permita una mejor identificación, evaluación, cualificación, cuantificación, plan de respuesta y monitoreo y control de riesgos en los proyectos.
- Mejorar el proceso de toma de decisiones. Por lo tanto, el único camino para convivir con la incertidumbre y dominarla en buena medida, para administrar los elementos adversos internos y externos (conocidos y desconocidos) y para administrar los cambios en todos los niveles en los proyectos en forma dinámica y certera, es hacer una gerencia de riesgos sistemática y consistente. El hacer una buena gerencia de proyectos implica hacer una buena gerencia de riesgos.

Dirigido a:

El programa está diseñado para profesionales con responsabilidad en proyectos o en partes de un proyecto.

**CONTENIDO TEMÁTICO DEL CURSO GERENCIA DE RIESGOS EN
PROYECTOS**

<p><u>MÓDULO 1</u> INTRODUCCIÓN</p>	<ol style="list-style-type: none"> 1. El riesgo y las organizaciones 2. El PMI y el PMBOK® 3. El ciclo de vida de los proyectos 4. Grupos de procesos vs. áreas de conocimiento (PMI)
<p><u>MÓDULO 2</u> ¿POR QUÉ FRACASAN LOS PROYECTOS?</p>	<ol style="list-style-type: none"> 1. Dinámica 2. Las ocho leyes de la gerencia de proyectos 3. Errores clásicos <ul style="list-style-type: none"> Relacionados con la gente Relacionados con los procesos Relacionados con los productos Relacionados con la tecnología 4. Los proyectos fallan por... 5. The Chaos Report
<p><u>MÓDULO 3</u> GESTIÓN DE RIESGOS</p>	<ol style="list-style-type: none"> 1. Qué es un riesgo 2. Niveles de riesgos en proyectos 3. Proceso de gestión de riesgos 4. Subprocesos 5. Utilidad
<p><u>MÓDULO 4</u> PLANEACIÓN DE LA GESTIÓN DE RIESGOS</p>	<ol style="list-style-type: none"> 4. Entradas 5. Herramientas y técnicas 6. Salidas 7. Procedimiento para la gestión de riesgos en proyectos
<p><u>MÓDULO 5</u> IDENTIFICACIÓN DE RIESGOS</p>	<ul style="list-style-type: none"> ▪ Entradas ▪ Herramientas y técnicas ▪ Salidas

	<ul style="list-style-type: none"> ▪ Procedimiento para la identificación de riesgos en proyectos; herramienta
MÓDULO 6 ANÁLISIS CUALITATIVO DE RIESGOS	<ul style="list-style-type: none"> ▪ Entradas ▪ Herramientas y técnicas ▪ Salidas ▪ Ejercicio análisis cualitativo, herramienta
MÓDULO 7 ANÁLISIS CUANTITATIVO DE RIESGOS	<ul style="list-style-type: none"> ▪ Entradas ▪ Herramientas y técnicas ▪ Salidas ▪ Ejercicio análisis cualitativo, herramienta
MÓDULO 8 PLANEACIÓN DE RESPUESTA A LOS RIESGOS	<ul style="list-style-type: none"> ▪ Entradas ▪ Herramientas y técnicas ▪ Salidas ▪ Ejercicio de planeación de la respuesta a los riesgos; caso de estudio
MÓDULO 9 SEGUIMIENTO Y CONTROL DE LOS RIESGOS	<ul style="list-style-type: none"> ▪ Entradas ▪ Herramientas y técnicas ▪ Salidas ▪ Ejercicio de seguimiento y control de riesgos; herramienta
CASO DE ESTUDIO	
CONCLUSIONES	

Anexo 6

Documentos Adicionales al Formulario

LISTA DE DOCUMENTACION ADICIONAL AL FORMULARIO

Criterio 1: Responsabilidades de organización

1. Carta de constitución de la Universidad.
2. Evidencia de dictar cursos de proyectos
 - Lista firmada de clase
 - Formulario completo de evaluación
 - Factura
3. **Persona Responsable**
 - Carta de participación de la persona
 - Organigrama o material de apoyo que muestre la división / departamento / unidad / función dentro de su organización en la que esa persona se adapta
4. Misión y objetivos
 - Presentar misión del departamento
 - Objetivos estratégicos
5. Modelo de carta de Asistencia o un Certificado de Finalización, mínimo debe incluir:
 - a) Nombre de la empresa
 - b) Nombre de asistentes
 - c) Nombre de curso
 - d) Fecha de finalización
 - e) Número de curso registrado o de estar registrado con el PMI
 - f) Número de PDU / horas de contacto.

*Ver.: R.E.P. Application & Agreement Section 2 Page 15
Required attachments for R.E.P. Criterion 1: Organizational Responsibilities*

Criterio 2: Curso de Desarrollo y contenido

6. Currículo de la persona que diseña los cursos
7. Currículo del PMP que participa en el desarrollo de contenido del curso.
8. Objetivos de aprendizaje para el curso de revisión, proceso de la determinación.
9. **Materiales del curso incluyendo el esquema del curso / programa de estudios, de manera clara y lógica.**
 - Manuales de los estudiantes
 - Manuales de instructor

- Guías de estudio
 - Planes de lecciones
 - Programa del curso
 - Diapositivas de PowerPoint.
 - También proporciona folletos, ejercicios de clase, actividades de grupo, proyectos de aprendizaje y sus respuestas o que se espera de los resultados del aprendizaje.
10. El titular de credenciales PMP® debe revisar el contenido del curso y firmar la parte 3 Proveedor de la Actividad (Curso / Evento) que es en la sección 3 del formularios. El PMP® titular de la credencial no puede ser la misma persona que la persona que diseñó y desarrollan el curso.

Ver.: R.E.P. Application & Agreement Section 2 Page 16
Required attachments for R.E.P. Criterion 2: Course or Educational Product Development and Content

Criterio 3: Entrega del curso para la Evaluación Educación e Instructor

- 11. Proceso de identificación, selección y evaluación de instructores calificados.***
12. Métodos de enseñanza: (conferencia, debate, oradores invitados, video de lluvia de ideas, debate, discusión en grupo, estudios de casos, juegos de rol)
13. Currículo para el instructor del curso presentado para su revisión.
14. Si le ofrecen un curso que prepara a los estudiantes para un examen de certificación del PMI®, proporcione el nombre y el número de PMP® del instructor responsable de impartir el curso.

Ver.: R.E.P. Application & Agreement Section 2 Page 17
Required attachments for R.E.P. Criterion 3: Course or Educational Product Delivery and Instructor Evaluation

Criterio 4: Entrega de Unidades de Desarrollo Profesional (PDUs)

15. Revise la descripción de la metodología que debe utilizarse para asignar valores a la PDU. Incluya:
- El número de días
 - Las horas de inicio y fin
 - La duración de las interrupciones, etc
 - Incluir el número de unidades PDU.

Ver.: R.E.P. Application & Agreement Section 2 Page 17
Required attachments for R.E.P. Criterion 4: Awarding of Professional Development Units (PDUs)

Criterio 5: Evaluación del Curso y Mejora

16. Proporcionar un curso de modelo de evaluación para el curso, debe contener:
 - a) Si los objetivos de aprendizaje previstos se cumple
 - b) Metodología de enseñanza facilita el logro de objetivos del curso
 - c) El instructor fue efectivo.
17. Proporcionar una descripción de los procedimientos utilizados para mejorar continuamente la calidad de sus cursos.

*Ver.: R.E.P. Application & Agreement Section 2 Page 17
Required attachments for R.E.P. Criterion 5: Course Evaluation and Improvement*

Criterio 6: R.E.P. Marketing Representaciones

18. Proveedores de Renovación deberá presentar muestras de materiales de marketing.
 - Publicidad, Folletos, Volantes, etc

*Ver.: R.E.P. Application & Agreement Section 2 Page 1
Required attachments for R.E.P. Criterion 6: R.E.P. Marketing Representations7*

Nota: Al enviar el formulario de aplicación REP tomar en cuenta lo siguiente:

- Agregar todos los documentos detallados en los 6 criterios de este anexo
- Actualizar la fecha del formulario
- Agregar la forma de pago
- En el formulario REP, deben de ir 3 veces lo siguiente:
 - La sección 2: “B. Quality Review: Classroom Courses”
(Pag.16, 17 del formulario) una por cada curso
 - La sección 3: “Provider Activity (Course/Event) Description Form”
(Pag.25, 26, 27, 28, 29 del formulario) una por cada curso