



This document is provided to answer many frequently asked questions about CPS and also about the CPS PM programs.

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1. Change Control

1.1 7/9/09, Rev. 6

- Updated Section
 - 5.2 Libraries PM Subject Specialist
 - Link to PM subject Guide has been updated.

1.2 5/28/09, Rev. 5

- New Sections
 - 11. PMP Certification Questions

2. How do I find out about all of the PM programs offered by CPS?

To find out about the PM programs offered by CPS, go to the Program Descriptions link on the Home page.

3. Can I combine courses in Leadership & PM to obtain dual MS degrees?

First consult the PM Management Roadmap under Program Descriptions.

Then, in order to ensure that you will be able to meet your dual degree objectives, please contact your Faculty Advisor to review your course selections and options.

4. Can I alternate between on-ground and online courses?

On-ground and online courses of the same course number are equivalent and interchangeable.

5. What Specialized Libraries Resources Are Available to PM Students?

In order to access the online Northeastern University eJournals, you will need to have your Northeastern online login activated for eJournals access.

To activate your library account, call the circulation desk at 617-373-8778.

- Library Home Page

<http://www.lib.neu.edu/>

5.1 Boston Library Consortium

The NU Libraries are a member of the Boston Library Consortium, a group of research libraries in the Greater Boston area.

Current Northeastern University faculty, students and staff may borrow circulating materials from participating libraries with a special borrowing card. They may also visit BLC libraries in person for immediate access to non-circulating materials such as journals. A complete list of participating libraries and additional information can be found on the BLC web site at

<http://www.blc.org/>



To utilize the BLC, click the link below:

[\[More about the BLC\]](#)

5.2 Libraries PM Subject Specialist

Subject specialists offer library instruction sessions, one-on-one research consultations by appointment, email reference to Northeastern University faculty, students, staff, and alumni, purchase materials within the subject area, and generally support the research needs of the community within their areas of expertise.

A PM Subject Specialist is provided by the Libraries under the Business category:

- **Business**

- [\[Diann Smothers\]](#) Tel: (617) 373-2363

- Includes a Project Management Subject Guide

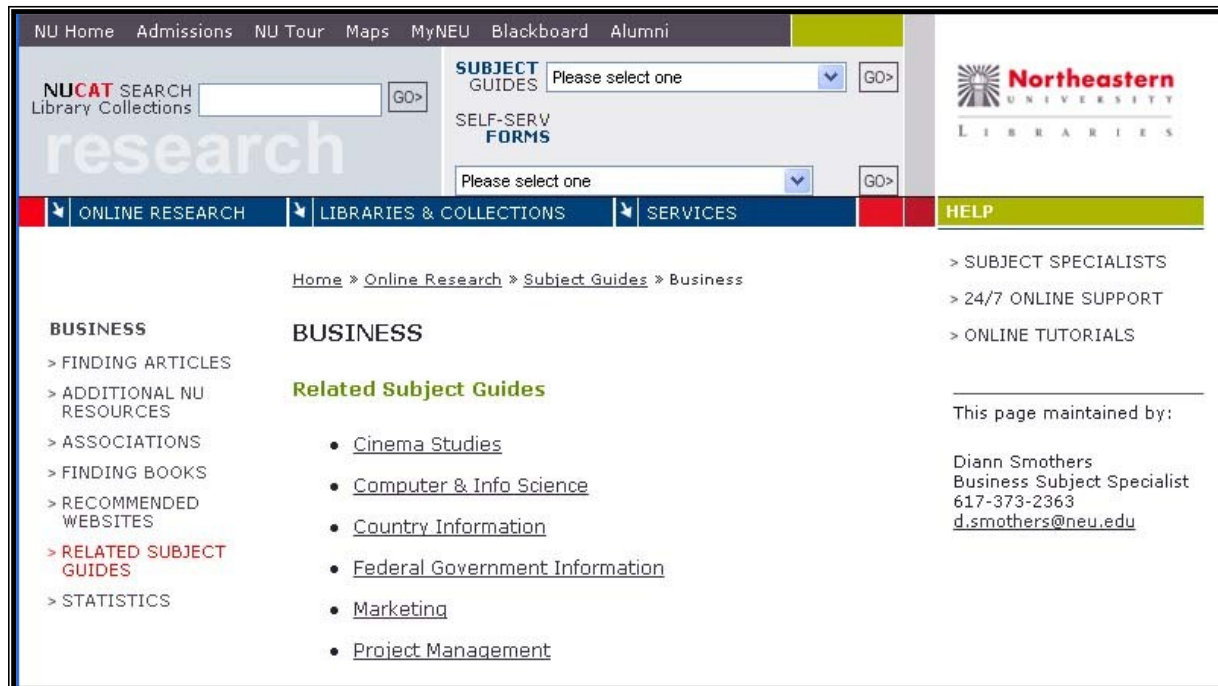
- <http://subjectguides.lib.neu.edu/content.php?pid=10382&sid=176519>

- This subject guide is available in two ways

- From a drop down list of guides:

The screenshot shows the Northeastern University Libraries website. At the top, there is a navigation bar with links: NU Home, Admissions, NU Tour, Maps, MyNEU, Blackboard, Alumni. Below this is a search bar labeled 'NUCAT SEARCH Library Collections' with a 'GO>' button. To the right of the search bar is a 'SUBJECT GUIDES' dropdown menu. The menu is open, showing a list of subject areas: International Business, Journalism, Latin America & Caribbean, Legal Research, Literature, Marketing, Mathematics, Mechanical & Industrial Engineering, Medical Laboratory Science, Modern Foreign Languages, Music, Nursing, Nutrition, Patents, Pharmacy/Pharmacology, Philosophy, Physical Therapy, Physician Assistant, Physics, Political Science, Project Management (highlighted), Psychology, Religion, Respiratory Therapy, Sociology, Speech Pathology/Audiology, Standards, State, Local, Regional Info, Sustainability, Theater. Below the search bar is a 'HELP' button. On the right side of the page, there is a 'HELP' section with links: > SUBJECT SPECIALISTS, > 24/7 ONLINE SUPPORT, > ONLINE TUTORIALS. At the bottom right, there is a 'This page maintained by:' section with the name Diann Smothers, title Project Management Subject Specialist, phone number 617-373-2363, and email address d.smothers@neu.edu.

- As a related subject guide link from the Business Subject Guide:



The screenshot shows the Northeastern University Libraries website. At the top, there are navigation links: NU Home, Admissions, NU Tour, Maps, MyNEU, Blackboard, Alumni. Below this is a search bar for NUCAT Library Collections and a dropdown menu for SUBJECT GUIDES. The main content area is titled 'BUSINESS' and includes a list of 'Related Subject Guides' with links to Cinema Studies, Computer & Info Science, Country Information, Federal Government Information, Marketing, and Project Management. On the right side, there is a 'HELP' section with links to SUBJECT SPECIALISTS, 24/7 ONLINE SUPPORT, and ONLINE TUTORIALS. At the bottom right, contact information for Diann Smothers, Business Subject Specialist, is provided.

6. What Computer Facilities Are Available to Students?

Help Desk Services are available 7 X 24, except on some holidays.

- The Help Desk Service Desk is located in Snell Library, where InfoCommons 1 & 2, the training room and 120 & 202 Snell are also located.

Northeastern also provides a secure wireless environment for students with laptops.

- MyApps allows a user to access an identified group of applications remotely. This is a **virtual desktop**.
- MyFiles is a feature of MyApps that allows a user to collaborate remotely by sharing and storing files maintained at NEU.

For a complete list of software and additional information about the computer services provided by Infoservices, please see:

<http://www.help.neu.edu/>

The Libraries' Digital Media and Design Studio provides a variety of audiovisual services. The page below links to hours, a list of equipment and software, and services:

http://www.lib.neu.edu/libraries_and_collections/media_center/digital_media/

The Libraries also provides access to assistive technology for users with disabilities. For a description of these services and equipment, please see:



<http://www.lib.neu.edu/services/disabilities/>

6.1 Computer Workstation Locations

The Libraries and Information Services (IS) also provide students with computer workstations at various locations:

Location	Number of Workstations	Comments
		Operating Systems: XP for PCs and 10.5 for MACs
InfoCommons 1	160	140 PCs and 20 MACs
InfoCommons2	31	
54 Dodge Hall	31	
15 Behrakis	15	
202 Snell Library	35	
120 Snell Library	30	
219 Dodge Hall	37	
IS Training	21	

The operating systems for the computer workstations are a mix of XP for the PCs and 10.5 for the MACs.

Applications are dynamically configured for students on demand using Softricity's Softgrid to support individual areas of degree specializations. All workstations have:

- Internet Browser Support
- MS Office
- MS Project



6.2 Myapps and Myfiles Overview

Use this link to get more information on MyApps

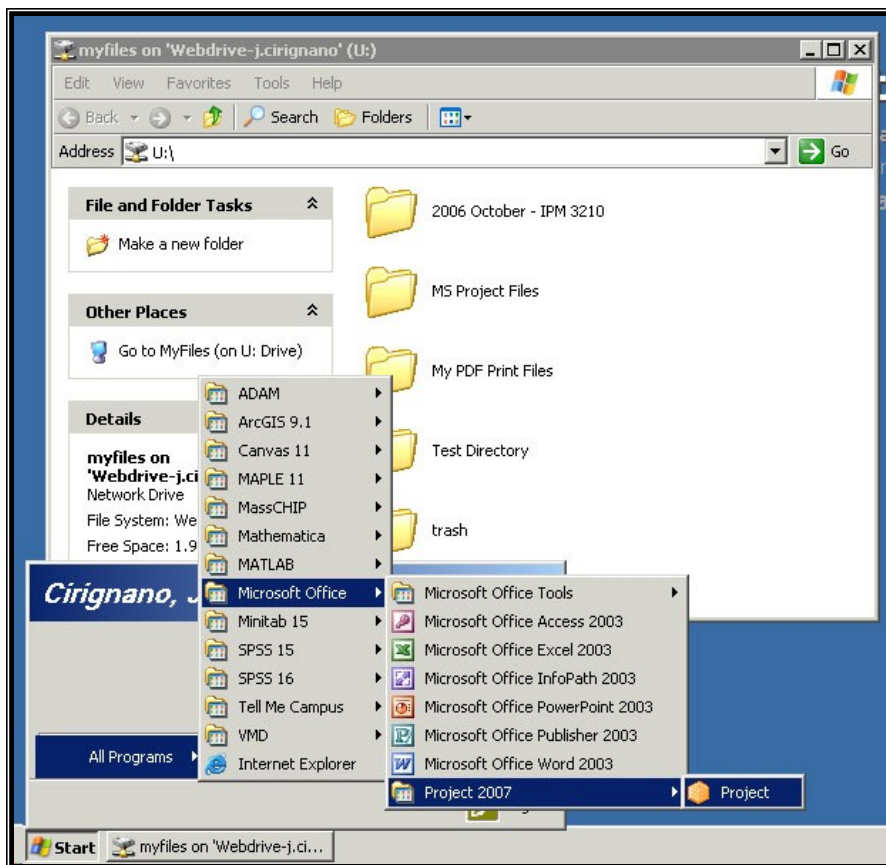
http://help.neu.edu/a-z_services/myapps_main.html

Myapps provides a virtual workstation for students with both Apple and PC workstations. It provides access to a variety of applications including, but not limited to:

- Internet Browser Support
- MS Office
- MS Project

Students gain access to Myapps directly by using their Northeastern University login.

The Myfiles application provides students with 1 GB of online storage.





6.3 WHAT ARE SOME LINKS TO PM SITES OF INTEREST / RESEARCH SITES?

The following PM community sites are provided for your reference:

- gantthead.com for IT Project Managers <http://www.gantthead.com/>
- Microsoft Office Online
 - Project Management Roadmap <http://office.microsoft.com/en-us/project/HA010745311033.aspx>
 - Microsoft Office Training <http://office.microsoft.com/en-us/training/default.aspx?ofcresset=1>
- Microsoft Project Association <http://www.mymapa.org/default.aspx>
- Oracle Project Portfolio Management <http://www.oracle.com/applications/project-management.html>
- Project Management Institute (PMI)
 - Home Page <http://www.pmi.org/Pages/default.aspx>
 - Bookstore <http://www.pmi.org/marketplace/Pages/default.aspx>
 - PMI Mass Bay Chapter <http://www.pmimassbay.org/content/>
- PMO USA <http://www.pmousa.com/home.cfm>
- Primavera Home Page <http://www.primavera.com/>
- Project Management Publishers (Partial List)
 - Harvard Business Publishing <http://harvardbusinessonline.hbsp.harvard.edu/hbsp/index.jsp?requestid=209754>
 - J. Ross Publishing, Inc. <http://www.jrosspub.com/Engine/Shopping/Catalog.asp?store=12&category=173>
 - McGraw-Hill/Primus Online ebooks <https://ebooks.primisonline.com/eBookstore/index.jsp>
 - Productivity Press <http://www.productivitypress.com/>



7. How Can I Use PrimoPDF (free PDF creator) to Create PDF files?

7.1 Getting PrimoPDF

- Turn your documents into Web-friendly PDF format. Click on the PrimoPDF link to download a free copy of PrimoPDF
 - <http://www.primopdf.com/>
- PrimoPDF works only with Windows computers. For Macs, every program running in Mac OS X has the ability to create a PDF File from the print dialog window. Simply choose File " Print, but instead of clicking "Print" choose "Save as PDF." Then select the desired location and file name for the converted PDF file.

7.2 Using PrimoPDF to Generate a PDF File

- Open the Word document, Excel spreadsheet, or PowerPoint presentation you want to convert.
 - This will also work with any other Windows application.
- For PowerPoint, open the *File* menu and select **Print**.
 - The *Print* window opens.
 - In the *Name:* field, select **PrimoPDF** from the drop-down menu.
 - In the *Print What:* field, select **Notes** to show PowerPoint with Notes.
 - In the *Color/Grayscale* field, select **Color**.
 - Click **OK** to print the document to PDF format.
 - In the *PDF settings:* field, select **Print**.
 - Browse to the location where you want to save the file on your computer, and click **OK**.
- The process is similar to print to a PDF file from any other Windows application.

8. How do I order student discounted MS Project or Primavera from campusstore.com?

Sometime during the checkout process you will be asked to select your school, Northeastern University, and to enter your student ID number.

Microsoft Project Professional and Primavera can be purchased online from the Northeastern Bookstore at campusstore.com

The direct links are:

- Microsoft Project Professional
<http://www.journeyed.com/itemDetail.asp?itmNo=99461723>
- Primavera
<http://www.journeyed.com/itemDetail.asp?itmNo=100649065>



9. How can I Obtain a Working Knowledge of Microsoft Project 2007?

If you do not have prior knowledge of Microsoft Project, once you have purchased Microsoft Project, you can utilize Microsoft's free online training.

Alternatively, you can access MS Project 2007 via:

- Northeastern University Myapps virtual workstation environment.
- Shared student/faculty workstations in the Libraries.

Some of this training is available for MS Project 2003 and some for MS Project 2007. Since these two products are very similar, you can use the MS Project 2003 training to become familiar with MS Project 2007.

9.1 MS Project 2003



Project Courses [Help](#)

Training

Courses 1-3 of 3 Page: [1]

 Dig deeper into scheduling
Length: 50 min
Rating: ★★★★★ (12544 votes)

 Linking Project tasks
Length: 45 min
Rating: ★★★★★ (5452 votes)

 Present your project in Word, PowerPoint or Visio
Length: 30 min
Rating: ★★★★★ (1741 votes)

Courses 1-3 of 3 Page: [1]


This training is available at:

<http://office.microsoft.com/en-us/training/CR061832711033.aspx>





9.2 MS Project 2007


Searched Training for ""project 2007""


 Want better search results? Tailor results to the Microsoft Office products you have installed.


Results 1-5 of 5, sorted by best match Page: [1] <


 **Linking Project tasks**
Help and How-to > Training > Project 2007
Rating: ★★★★★ (2889 votes)

 **Present your project in Word, PowerPoint, or Visio**
Help and How-to > Training > Project 2007
Rating: ★★★★★ (1732 votes)

 **2007 Microsoft Office System Courses**
Help and How-to > Training

 **Beginner's training for Office 2007**
Applies to: Access, Excel, OneNote, Outlook, PowerPoint, Publisher, Visio, Word

 **RSS Feeds on Microsoft Office Online**
Help and How-to > General site help > Office Online RSS Feeds

 Want better search results? Tailor results to the Microsoft Office products you have installed.

Results 1-5 of 5, sorted by best match Page: [1] <

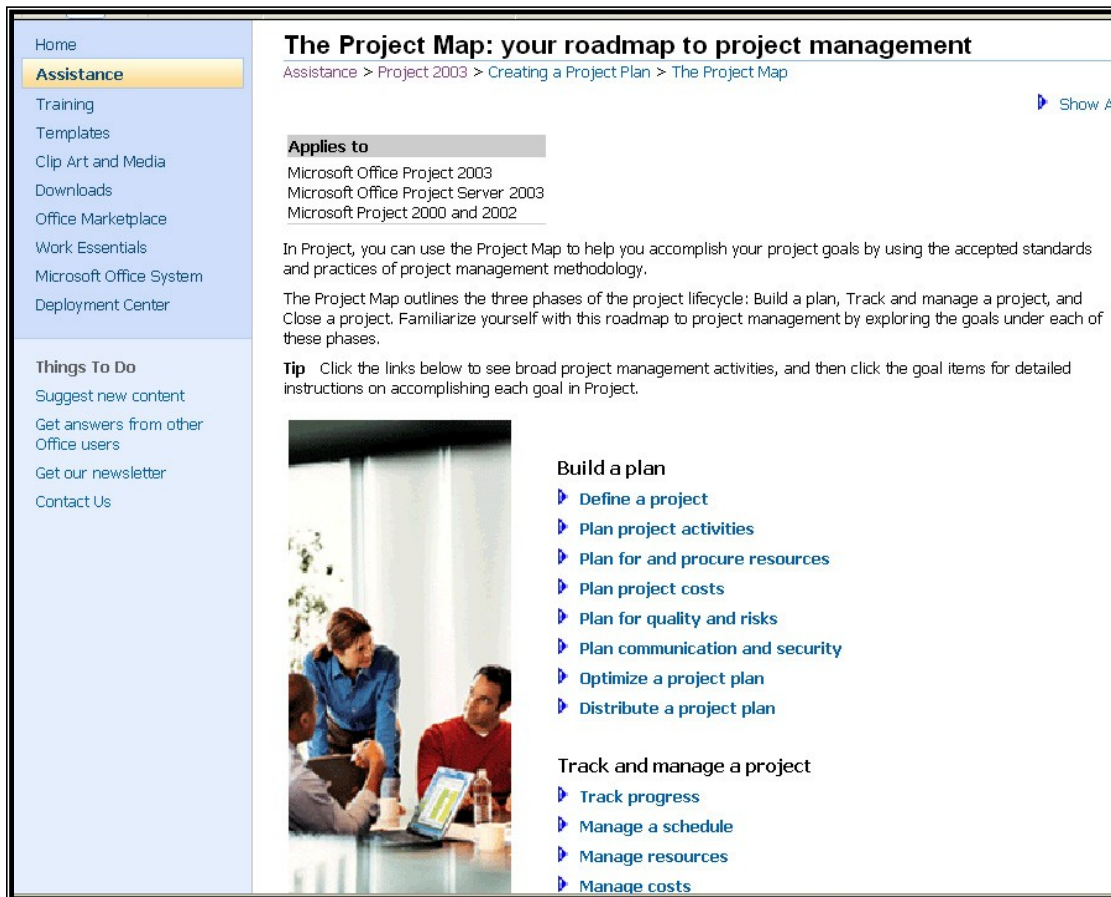
This training is available at:

<http://office.microsoft.com/en-us/training/results.aspx?qu=%22project+2007%22&av=TRN000>



9.3 Microsoft Project Roadmap

In addition, Microsoft provides a complete how to guide for utilizing Microsoft Project in a roadmap format.



Home
Assistance
Training
Templates
Clip Art and Media
Downloads
Office Marketplace
Work Essentials
Microsoft Office System
Deployment Center

Things To Do
Suggest new content
Get answers from other Office users
Get our newsletter
Contact Us

The Project Map: your roadmap to project management

Assistance > Project 2003 > Creating a Project Plan > The Project Map


► Show A

Applies to
Microsoft Office Project 2003
Microsoft Office Project Server 2003
Microsoft Project 2000 and 2002

In Project, you can use the Project Map to help you accomplish your project goals by using the accepted standards and practices of project management methodology.

The Project Map outlines the three phases of the project lifecycle: Build a plan, Track and manage a project, and Close a project. Familiarize yourself with this roadmap to project management by exploring the goals under each of these phases.

Tip Click the links below to see broad project management activities, and then click the goal items for detailed instructions on accomplishing each goal in Project.



Build a plan

- Define a project
- Plan project activities
- Plan for and procure resources
- Plan project costs
- Plan for quality and risks
- Plan communication and security
- Optimize a project plan
- Distribute a project plan

Track and manage a project

- Track progress
- Manage a schedule
- Manage resources
- Manage costs

To access this roadmap, go to:

<http://office.microsoft.com/en-us/assistance/HA010745311033.aspx>

10. What are the requirements for posting a student paper?

This section lists the requirements and process for posting a student paper on the PM Portal.

The research paper requirements::

- Format Requirements
 - A MS Word document encompassing automatic table of contents updating. See MS Word Help for **Create a Basic TOC**.
 - Conform to the PMI guidelines for paper submission and format.



To go directly to the Project Management Journal Guidelines, use the following link:

<http://www.pmi.org/Resources/Pages/Project-Management-Journal-Guidelines.aspx>

- Topics Requirements
 - Focus on one or more of the topics from a current course in which you are registered.
- Value Add Requirement
 - ***Paper must draw a conclusion that adds value to the project management community and can not be just a summary of the source material.***
- Submission Process
 - Your paper grade must be at least 85%
 - Your instructor must recommend and submit the paper for consideration for posting.
 - Your paper will then be reviewed by CPS for possible posting.

11. PMP Certification Questions

11.1 Where can I get the latest details on PMP certification requirements?

To get the latest details on PMP certification requirements, go to the PMP Certification Handbook at

http://www.pmi.org/PDF/pdc_pmhandbook.pdf

11.2 Will CPS courses satisfy the PMP exam contact education contact hours requirements?

CPS project management and leadership online, blended, and on ground courses can be used to satisfy the PMP exam education contact hours requirements.

Time spent doing assignments, taking exams, attending lectures (whether online or on ground), and team work sessions would all contribute to the contact hours. But you must keep a log of these activities.

To get further clarification, the following was obtained from PMI Customer Care:

The Project Management Professional (PMP®) credential requires that candidates earn 35 hours of specific instruction that addresses learning objectives in project management. The Certified Associate in Project Management (CAPM®) credential requires that candidates earn 23 hours if they have not accrued 1,500 hours of experience working on projects.

PMI Certification policies do not allow for the prescreening of a candidate's educational background towards the 23/35 contact hour requirement. You can achieve contact hours of education by completing courses offered from an employer, training company, college/university, PMI Registered Education Provider, distance learning company, etc.

Each classroom hour is equivalent to one "Contact" hour. Candidates can document all project management education hours regardless of when they were accrued. As long as course work has been completed at the time of application. These hours may include content on project quality, scope,



time, cost, human resources, communications, risk, procurement, and integration management. If the course content of the class you attended is based on one of the knowledge areas, process areas or sub-process areas of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Third Edition*, it will satisfy the education requirement.

Distance learning is accepted so long as:

- 1. There is an end of course assessment or tutorial**
- 2. Certificate of completion from the course provider**

If you have any questions or concerns please do not hesitate to contact Customer Care.