



## Quality Management Institute (QMI) & BCS Quality SG Professional Development IT Quality Manager (ITQM) Certification

Schedule - Cohort 1 (July 2023 - February 2024)

## **Facilitators:**

Larry Kennedy, PhD, CEO of Quality Management Institute
Raid AlQaisi, PhD, Chair of BCS Quality SG
Margaret Ross, Emeritus Professor, Vice-Chair BCS Quality SG
Kim Stansfield, Retired Associate Professor and Principal Teaching Fellow, University of Warwick

For enquiries or TO REGISTER: Email bcs\_quality@bcs.org.uk with your completed application form.

## **Course Infrastructure:**

Self-study on online learning portal (videos, reading, and tests).

Main form of course communication via email.

Optional, but highly recommended, Zoom group discussion session every fortnight (See cohort schedule on the next page).







Date	Activity
Independent Learning Activities Time: 30 minutes	<ul> <li>Getting Started</li> <li>Quality Manager Series Introduction (Video): 6 min</li> <li>Getting Started Larry Kennedy (Video): 3 min</li> <li>Syllabus for Certified Quality Manager Part 1: QM Leadership Essentials (Reading): 10 min</li> </ul>
Session 1: 27 <sup>th</sup> July 2023 19:00-20:00 UK 14:00-15:00 ET	Team Session:  Welcome, Introductions, Expectations  Curriculum Overview and Certification Requirements  Introduction to Part 1, Module 1: Zero Defects Attitude  Q and A
Independent Learning Activities Time: 6-8 hours	Part 1: Creating a High-Performing QM Work Culture Module 1: The Zero Defects Attitude  • Lesson 1.1 Introduction to the Zero Defects Attitude  • Video: 18 min  • Lesson 1.2 Quality Management and Leadership  • Reading: 4 pages  • Video: 9 min + exam  • Video: 5 min + exam  • Lesson 1.3 Quality Management Methods  • Reading: 18 pages  • Video: 13 min + exam  • Lesson 1.4 Quality Management Values  • Reading: 19 pages  • Video: 13 min + exam  • Lesson 1.5 Quality Management and Reasonable Discussions  • Video: 10 min + exam  • Video: 12 min + exam  • Lesson 1.6 Quality Management and Profitability  • Reading: 4 pages  • Video: 9 min + exam  • Video: 6 min + exam  • Graded Exam







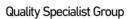
Session 2: 10 <sup>th</sup> August 2023 19:00-20:00 UK 14:00-15:00 ET	Team Session:  Review of Module 1  Q and A with Application Introduction to Part 1, Module 2
Independent Learning Activities Time: 4-6 hours	Part 1: Creating a High-Performing QM Work Culture Module 2: Vocational Certainty  • Lesson 2.1 Introduction to Vocational Certainty  • Video: 25 min  • Lesson 2.2 Make Sure of Your Calling and Vision (2 parts)  • Reading: 15 pages  • Video: 8 min + exam  • Reading: 22 pages  • Video: 8 min + exam  • Lesson 2.3 Commitment to Personal Excellence  • Video: 11 min + exam  • Lesson 2.4 Press Towards Continuous Improvement  • Reading: 19 pages  • Video: 23 min + exam  • Lesson 2.5 Measure Your Performance Accurately  • Video: 13 min + exam  • Graded Exam
Session 3: 24 <sup>th</sup> August 2023 19:00-20:00 UK 14:00-15:00 ET	Team Session:  Review of Module 2 Q and A with Application Introduction to Module 6
Independent Learning Activities Time: 5-6 hours	Part 1: Creating a High-Performing QM Work Culture  Module 6: Personal Authenticity   Lesson 6.1 Introduction  Video: 16 min  Lesson 6.2 Embrace the Obligations of Leadership  Reading: 12 pages  Video: 24 min + exam  Lesson 6.3 Be Diligent to Make Good Decisions (2 parts)  Video: 24 min + exam  Video: 11 min + exam  Video: 5 min + exam  Lesson 6.4 Subject Yourself to Reality Checks  Video: 19 min + exam  Graded Exam







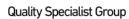
Session 4: 7 <sup>th</sup> September 2023 19:00-20:00 UK 14:00-15:00 ET	Team Session:  Review of Module 6  Q and A with Application Introduction to Module 7
Independent Learning Activities Time: 3-4 hours	Part 1 Creating a High-Performing QM Work Culture Module 7: Ethical Dependability   Lesson 7.1 Introduction Video: 14 min  Lesson 7.2 Communicate with Intellectual Integrity Reading: 12 pages Video: 20 min + exam  Lesson 7.3 Demonstrate Task Faithfulness Video: 16 min + exam  Lesson 7.4 Acquire a Disciplined and Prudent Life Reading: 20 pages Video: 11 min + exam  Graded Exam
Session 5: 21 <sup>st</sup> September 2023 19:00-20:00 UK 14:00-15:00 ET	<ul> <li>Team Session:         <ul> <li>Review of Module 7 &amp; Reflections on Part 1 implications for systems engineering profession</li> <li>Q and A with Application</li> <li>Introduction to Part 2: Risk-Based QM and Process Monitoring Competencies</li> </ul> </li> </ul>
Independent Learning Activities Time: 5-6 hours	Part 2 Risk-Based QM and Process Monitoring Competencies Module 3: Process Quality and WPA Introduction (Steps 1 and 2)  • Lesson 3.1: Introduction • Video: 17 min • Lesson 3.2 Organize Ideas into Work Processes • Reading: 4 pages • Reading: 18 pages • Video: 10 min + exam • Lesson 3.2 WPA Step 1 • Reading: 17 pages • Video: 28 min + exam • Video: 8 min • Lesson 3.2 WPA Step 2 • Video: 21 min + exam • Graded Exam







Session 6: 5 <sup>th</sup> October 2023 19:00-20:00 UK 14:00-15:00 ET	Team Session:  Review of Module 3 WPA Steps 1 and 2 Q and A with Application Introduction to Module 3: WPA Steps 3 - 5
Independent Learning Activities Time: 3-4 hours	Part 2 Risk-Based QM and Process Monitoring Competencies Module 3: Process Quality and WPA Introduction (Steps 3 - 5)  • Lesson 3.3 WPA Step 3  • Video: 27 min + exam  • Video: 8 min + exam  • Lesson 3.4 WPA Step 4  • Video: 19 min + exam  • Lesson 3.5 WPA Step 5  • Video 7.5 min + exam  • Graded Exam
Session 7: 19 <sup>th</sup> October 2023 19:00-20:00 UK 14:00-15:00 ET	Team Session:  Review of Module 3 WPA Steps 3 - 5 Q and A with Application Review of Project Demonstrating Excellence (PDE) requirements and schedule Introduction to Module 4: Administrative Consistency
Independent Learning Activities Time: 6-8 hours	Part 2 Risk-Based QM and Process Monitoring Competencies  Module 4: Administrative Consistency  Lesson 4.1: Introduction  Reading: 12 pages Reading: 22 pages Video: 20 min + exam  Lesson 4.2: Establish Effective Communications Video: 20 min + exam  Lesson 4.3: Perform Each Task with Due Diligence Video 24 min + exam Video: 5 min + exam  Lesson 4.4: Monitor Every Process for Defects Video: 20 min + exam Video: 12 min + exam Video: 12 min + exam Video: 12 min + exam Lesson 4.5: Master the Art of Delegating Responsibility Video: 23 min + exam Lesson 4.6: Managing Time and Information Wisely







Session 8: 2 <sup>nd</sup> November 2023 19:00-20:00 UK 14:00-15:00 ET	Team Session:  Review of Module 4  Q and A with Application Introduction to Module 5: Executive Credibility and Module 8: Creating a QM-KTP Work Culture
Independent Learning Activities Time: 4-6 hours	Part 2 Risk-Based QM and Process Monitoring Competencies Module 5: Executive Credibility  • Lesson 5.1: Introduction
Session 9: 16 <sup>th</sup> November 2023 19:00-20:00 UK 14:00-15:00 ET	<ul> <li>Team Session</li> <li>Review of Module 5 and 8</li> <li>Q and A + cohort reflections</li> <li>Project Demonstrating Excellence expectations and schedule</li> <li>Sharing your PDE</li> </ul>
Independent Learning Activities Time: 3 months	Project Demonstrating Excellence  Work Process Analysis independent project work  PDE Instructions found here in course modules: Part 2 Risk-Based QM and Process Monitoring Competencies / Admin-Library Course Resources / 4. Graded Project Demonstrating Excellence





## **PDE Development Due Dates**

Date	Deliverable
30 <sup>th</sup> November 2023	Step 1 drafted, including initial high-level full process, errors and KPIs drafted.
14 <sup>th</sup> November 2023	Research for Step 2 complete; process, errors and KPIs refined with relevant team/s and research field notes maintained.
4 <sup>th</sup> January 2024	Costs calculated for Step 3; supporting research documents maintained.
18 <sup>th</sup> January 2024	Course of action determined for Step 4; field notes maintained Update resume if needed
25 <sup>th</sup> January 2024	Process implemented for Step 5; field notes and supporting documents maintained.
8 <sup>th</sup> January 2024	Executive Summary written KPIs and errors identified and described All supporting documents collected into a PDF
PDE DUE 22 <sup>nd</sup> February 2024	All documentation sent to QMI including your name and QMI userID to <a href="mailto:support@QMnation.com">support@QMnation.com</a> using the following file names:  • PDE1 ExecSummary-YourLastName-YourFirstName-YourUserID  • PDE2 SupportingDocs-YourLastName-YourFirstName-YourUserID  • PDE3 CV-Resume-YourLastName-YourFirstName-YourUserID
	Presentations:  • To QSG full meeting session