



**CYC 100: Conquer Your Career**  
***Spring 2026 Project Management Syllabus***

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<p><b>Project Description:</b></p>	<p>Our Bootcamp program is your pathway to launching a successful career in Data Analytics. Driven by a team of passionate and highly experienced mentors, we are committed to making quality education accessible and affordable.</p> <p>In this program, you'll master industry-leading tools, work on hands-on projects that mirror real-world challenges, and build the confidence needed to excel in the Project Controls field. Whether you're new to Project Management or seeking to enhance your skills, our personalized mentorship and practical approach will help you stand out.</p> <p>The program includes Live Class Sessions, Recorded Classes, Mentorship (Resume and Interview Guide), One-on-One Coaching, and Q&amp;A Sessions.</p> <p>The skills you learn will equip you for roles such as Project Controls Specialist, Project Controls Analyst, Assistant Project Manager, Project Scheduler, Project Coordinator, Project Planner, Project Cost Analyst, Earned Value Specialist, Estimator, etc.</p> <p>While we can't guarantee a job after completing the program, our goal is to help you build the technical skills, portfolio, and confidence to succeed in the Project Controls field. We provide mentorship, career coaching, and real-world projects to prepare you for the next step in your journey.</p>
<p><b>Target Learners:</b></p>	<p>This program is ideal for individuals with no prior experience who are eager to start a career in Project Management, as well as for those with some background looking to expand and advance their skillset.</p>
<p><b>Project Prerequisites:</b></p>	<p>No prior Project Management experience required. Basic computer skills (file management, internet use). Willingness to learn, practice, and participate in live sessions. Access to a laptop (Windows preferred).</p>

**All classes or lectures will take place online on Microsoft Teams on Wednesdays between 7:00 PM and 9:00 PM EST and Saturdays between (10:00 AM and 12:00PM). Additional sessions will be added to help students outside the official sessions**

WEEK	DAY	DATE	TOPIC	LEARNING OBJECTIVE	INSTRUCTOR
1	1	Wednesday, March 4, 2026	Introductions, Software Installations (P6 and Excel)	Set up course tools and understand the structure and expectations of project controls.	All
1	2	Saturday, March 7, 2026	Project Management Fundamentals	Understand core project management concepts and project life cycle.	Clement
2	3	Wednesday, March 11, 2026	Setting up a Project Schedule (Activities, WBS, Durations, Relationships, Resources)	Build a basic project schedule using WBS, activities, logic, and resources.	Clement
2	4	Saturday, March 14, 2026	Scheduling Fundamentals - Precedence Diagrams	Understand activity sequencing and logic using precedence relationships.	Clement
3	5	Wednesday, March 18, 2026	Scheduling Fundamentals - Precedence Diagrams	Apply advanced logic concepts and analyze network diagrams.	Clement
3	6	Saturday, March 21, 2026	P6 Intros (Interface Navigation)	Navigate P6 interface and understand key modules and views.	Clement
4	7	Wednesday, March 25, 2026	Setting up P6 projects (Projects, WBS, Activities, Relationships)	Create a project structure and input activities and relationships in P6.	Fred
4	8	Saturday, March 28, 2026	Setting up P6 projects (Projects, WBS, Activities, Relationships)	Refine project setup and validate logic and schedule integrity.	Fred

*Topics and projects subject to change based on the instructor and local job market requirements.*

5	9	Wednesday, April 1, 2026	P6 Continued (Setting up Projects from Templates)	Create and customize projects using templates in P6.	Fred
5	10	Saturday, April 4, 2026	P6 Continued (Baseline and Progress Reporting)	Create baselines and track project progress in P6.	Fred
6	11	Wednesday, April 8, 2026	P6 Continued (Progress Reporting, Layouts, Printing reports)	Generate and format professional schedule reports.	Clement
6	12	Saturday, April 11, 2026	Excel Fundamentals	Use core Excel functions for data analysis and reporting.	Clement
7	13	Wednesday, April 15, 2026	Estimating	Understand cost estimating methods and develop basic project estimates.	Fred
7	14	Saturday, April 18, 2026	Budget Building	Develop a project budget aligned with scope and schedule.	Fred
8	15	Tuesday, April 21, 2026	Forecasting	Calculate and interpret project cost and schedule forecasts.	Fred
8	16	Saturday, April 25, 2026	Earned Value Management	Understand EVM concepts (PV, EV, AC, CPI, SPI).	Clement
9	17	Wednesday, April 29, 2026	Earned Value Management	Apply EVM calculations to evaluate project performance.	Clement
9	18	Saturday, May 2, 2026	Cost and Schedule Progress Reporting	Prepare cost and schedule performance reports and analyze variances and demonstrate how	Clement

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				Earned Value ties to schedules.	
10	19	Wednesday, May 6, 2026	P6 Resource and Cost Loading	Assign resources and costs to activities in P6.	Clement
10	20	Saturday, May 9, 2026	Lunch Final Class Project	Begin a comprehensive project applying all learned concepts.	All
11	21	Wednesday, May 13, 2026	Issues and Risks	Identify, assess, and manage project risks and issues.	Fred
11	22	Saturday, May 16, 2026	Agile Project Management	Understand Agile principles and how they relate to project controls.	Clement
12	23	Wednesday, May 20, 2026	Power BI Project Reporting	Build project dashboards for performance tracking.	Clement
12	24	Saturday, May 23, 2026	Final Project Review	Present and receive feedback on final project.	All
13	25	Wednesday, May 27, 2026	Final Project Review	Refine project deliverables based on feedback.	All
14	26	Saturday, May 30, 2026	Final Day Recap and Q&A	Reinforce key concepts and clarify remaining questions.	All
		June	Practical Interview Sessions	One on One Interview Sections with Students.	All

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