

# Project Management Basics

GoSkills online course syllabus

Friday, November 1, 2024

**Skill level**

Beginner

**Lessons**

14

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

PMBOK 7th Edition

**Video duration**

1h 11m

**Estimated study time**

7h 30m for all materials

**Instructor**

Ray Sheen

## Project Management Context

---

1

### Project Leader

The Project Leader is responsible for ensuring the project team executes the project.

2

### Stakeholders

The Project Stakeholders' support is essential for project success. Project Stakeholders set the goals for the project and will ultimately determine whether the project is considered a success or failure.

3

### Project Phases

Projects are often organized into phases. Phases provide structure and logic to the project and aid the project team and management to track progress.

## Project Initiation

---

4

### Project Boundaries

Learn how to quickly identify project boundaries using the W questions.

## Scope Planning

---

5

### Project Deliverables

Learn how to identify project tasks and activities using the deliverables deployment technique.

## Schedule Planning

---

**6** **Milestone Schedule**  
Understand when and how to use a milestone schedule on a project. Learn how to create a milestone schedule.

**7** **Gantt Chart**  
Understand when and how to use a Gantt chart on a project. Learn how to create a Gantt chart.

## Resource Planning

---

**8** **Project Budget**  
Understand what is normally shown in a project budget. Learn how to create a time-phased project budget.

## Project Risk

---

**9** **Positive and Negative Risk**  
Understand the difference between positive and negative risk. Learn the major steps of project risk management.

## Project Execution

---

**10** **Team Building**  
Project Team Building is a process that the Project Core Team normally goes through to improve team coordination and decision making.

**11** **Communication Management**  
Project Communication Management is a very broad term that refers to all of the communication activities associated with the project. Communication is a key attribute of project management.

## Project Control

---

**12** **Project Dashboards**  
Learn how to create and use a project dashboard to communicate project status with both management and your project team.

**13** **Management Meetings**  
Project Management Reviews are the formal documented meetings held periodically between senior management and the project team.

## Project Closeout

---

# 14

## Stakeholder Acceptance

Understand how to gain stakeholder acceptance during project closeout and learn how to create and use a Punch List.

[Go to GoSkills.com](https://www.goskills.com)