

Project Management Basics

GoSkills online course syllabus

Wednesday, November 25, 2020

Skill level

Beginner

Lessons

15

Accredited by

CPD

Pre-requisites

None

Video duration

1h 14m

Estimated study time

7h 30m for all materials

Instructor

Ray Sheen

Project Management Context

1

Triple Constraint

Understand the inter-relationship between the triple constraints on a project of scope, schedule, and resources.

2

Project Leader

Know the role and responsibilities of the project leader.

3

Stakeholders

Know how to identify stakeholders and understand how they measure project success.

4

Project Lifecycle

Understand the phases of a project lifecycle and know how to approach a predictive project versus an adaptive project.

Project Initiation

5

Project Boundaries

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

Scope Planning

6

Deliverables Deployment

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

Schedule Planning

7

Milestone Schedule

Understand when and how to use a milestone schedule on a project. Learn how to create a milestone schedule.

8

Gantt Chart

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

Resource Planning

9

Project Budget

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

Project Risk

10

Positive and Negative Risk

Understand the difference between positive and negative risk. Learn the major steps of project risk management.

Project Execution

11

Team Building

Learn the characteristics of a project core team and understand the stages of a team building lifecycle.

12

Communication Management

Understand the characteristics of the major categories of project communication. Know the communication constraints typically encountered on project.

Project Control

13

Dashboards

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

14

Management Reviews

Understand the purpose of a project management review and learn how to prepare for one.

Project Closeout

15

Stakeholder Acceptance

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

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