

# Project Management Basics

GoSkills online course syllabus

Thursday, May 9, 2024

<b>Skill level</b>	<b>Lessons</b>	<b>Accredited by</b>
Beginner	14	CPD
<b>Pre-requisites</b>	<b>Versions supported</b>	<b>Video duration</b>
None	PMBOK 7th Edition	1h 11m
<b>Estimated study time</b>	<b>Instructor</b>	
7h 30m for all materials	Ray Sheen	

## Project Management Context

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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

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4

### Project Boundaries

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

## Scope Planning

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5

### Project Deliverables

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

## Schedule Planning

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# 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

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# 8

## Project Budget

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

## Project Risk

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# 9

## Positive and Negative Risk

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

## Project Execution

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# 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

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# 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

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# 14

## 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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