goskills

CAPM Certification Training

GoSkills online course syllabus

Wednesday, April 16, 2025

Skill level
Beginner

Lessons
68

Accredited by
CPD

Pre-requisites
None

Video duration
5h 57m

Estimated study time
26h for all materials

Instructor
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Project Management Methodology

1 Triple Constraint

Project management tools, techniques, and methodolgoy are used to manage the interaction between the project triple constraint of scope, schedule, and resources.

2 Methods and Models

Project managers use models and methods to organize the management approach and execute the project management activities.

3 Project Management Methodology

There are many approaches to project management, each with strengths and weaknesses. Understanding the major approaches will assist the organization is the selection of the approach that is appropriate for the unique project goals and constraints.

4 Sequential Methodology

A sequential project management methodology is a traditional approach to project management. It minimizes risk, but this conservative approach can be lengthy and expensive.

5 Concurrent Methodology

The concurrent project management methodology is a collaborative approach. It can significantly accelerate a project as compared to the sequential approach, but it is much more difficult to project manage.

6 Agile/Scrum Methodology

The Agile/Scrum project management methodology is an iterative approach that requires fewer resources than other approaches.

7 Business Analyst Role

Business analysts often have a role at the beginning of a project in setting requirements and at the end of the project to ensure requirements are met.

8 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 Planning

9 ## 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.

10 ## Progressive Elaboration

Progressive elaboration is the principle of steadily adding detail to the project plan as more information becomes available.

11 ## Baseline Plan

The integrated project plan that includes scope, schedule, and resource information for all aspects of the project is the project baseline plan.

12 ## Change Planning

The unique nature of projects leads to an inherent level of uncertainty. Project managers should expect and plan for project change.

13 ## Project Charter

The Project Charter is the document that approves the initiation of the project and identifies goals, objectives, boundaries, and constraints.

Product Planning

14 ## Product Lifecycle

The four phases of the product lifecycle describe business impact of a product line. Business analysts and project managers use the product lifecycle when setting project goals and objectives.

15 ## Product Roadmap

The product roadmap sets expectations for product development projects.

16 ## Product Verification and Validation

Verification and validation are critical elements in a product development project. Verification shows that the product meets requirements and validation shows that the product does what the customers need it to do.

17 ## Projects and Business Analyst

Business analysts participate in projects by assisting in setting requirements and testing the result. The manner in which they do this will change based on the project management methodology.

Stakeholders and Requirements

18 ## 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.

19 Stakeholder Identification

Identifying stakeholders enables the project team to create a strategy for each that guides the communication and interaction with each stakeholder.

20 Stakeholder's Project Goals

Many stakeholders have additional goals for a project beyond the primary business goal. Understanding those goals can help the team ensure project success and maintain stakeholder support.

21 Project Boundaries

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

22 Requirements Planning

Project requirements are often vague, incomplete, or contradictory at the time of project initiation. Normally, additional effort is required to collect and verify the true project requirements.

23 Requirements Management

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Predictive Project Planning

24 Project Deliverables

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

25 Task Description

Task Descriptions are the statements of scope for each of the project activities. They are written in the format of “action – completion point.”

26 WBS Dictionary

The WBS Dictionary is a table or spreadsheet that is organized by project task and contains all project planning details.

27 Work Breakdown Structure

The Work Breakdown Structure (WBS) is the most commonly used technique for organizing the project scope. The WBS decomposes the scope into tasks and organizes the tasks into logical groupings.

28 Milestone Schedule

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

29 Gantt Chart

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

30 Network Diagram

A network diagram is a project scheduling technique that shows the relationship between tasks by depicting project activities as a flowchart.

31 Critical Path

Critical Path is a project scheduling technique that determines the shortest time that the current project plan can be completed.

32 Float, Slack, Buffer

Float (slack or buffer) is extra time that a task could consume beyond its duration estimate without impacting other aspects of the project. Total float is extra time without impacting the end date of the project and free float is extra time without impacting another project task.

33 Estimating Techniques

The most commonly used techniques for creating project estimates are analogous estimates, bottom-up estimates, three-point estimates, and using a parametric model.

34 Project Budget

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

35 Resource List

The project Resource List is a list of all individuals working on the project with their contact information and all special equipment and facilities required to accomplish project tasks.

Project Team

36 Project Leader

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

37 Core Team

Most large projects are managed by a cross-functional core team. Core team members have a dual responsibility; they are responsible for the project achieving its goals and they are responsible to ensure that the project complies with their function's standards and best practices.

38 Responsibility Matrix

The Responsibility Matrix is a project management tool for correlating project work assignments with project team members.

39 Team Meetings

Team Meetings are a gathering of team members to discuss aspects of the project. Team pulse meetings focus on status. Team problem-solving meetings focus on problem resolution.

40 Sprint - Scrum Team

The Scrum Team performs the project work conducted during a Sprint on an Agile/Scrum project.

Project Issues and Risk Management

41 Estimating Uncertainty

Project plans are built with an accumulation of estimates, each of which has a level of uncertainty associated with it. The level of uncertainty is a major contributor to the accuracy of the plan and the amount of project risk.

42 Issue Resolution

Issues are any request, complaint, or unexpected condition that leads to unplanned, but in scope, work that must be accomplished on a project. They normally result in the need to implement a workaround in order to resolve them.

43 Positive and Negative Risk

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

44 Risk Register

The Risk Register is a table that tracks the project risk management activities.

45 Risk Identification

Risk Identification is the practice of identifying positive and negative conditions that may occur within the project and impact project objectives.

46 Risk Matrix

All project risks are not equal in their effect on a project. Project risks that have been identified are prioritized using qualitative techniques such as the Risk Matrix.

47 Negative Risk Response

Negative Risk Response is determining what actions the project will take to address risk threats.

48 Positive Risk Response

Positive Risk Response is determining what actions the project will take to address risk opportunities.

49 Contingency and Triggers

Contingencies are potential risk response actions that will only be implemented if some triggering event or condition has shown that the risk probability has gone from unlikely to likely.

Predictive Project Tracking and Control

50 Quality Control - Quality Assurance

Quality management on projects are processes and tools that aid the project core team and the organization in their effort to both do the right things and do things the right way on projects. It includes a focus on both corrective actions and preventive actions.

51 Project Dashboards

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

52 Management Meetings

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

53 Technical Reviews

Project technical reviews are formal decision meetings between team members and a panel of subject matter experts.

54 Project Change

A formal documented modification to the project baseline, boundaries, or an artifact.

Agile Project Planning

55 Scrum Process

The Agile/Scrum methodology is a structured project management methodology. It follows a prescribed process that includes Sprints and Scrums.

56 Story Cards

Story Cards - also known as Product Backlog Items (PBIs) - are the technique used for documenting project scope, quality requirements, estimates, and priority of the deliverables in an Agile/Scrum project.

57 Backlog

Requirements are managed in an Agile project using the Project Backlog. This is a prioritized list of the project deliverables.

58 Sprint Planning - Part 1

The first portion of the Sprint Planning meeting consists of selecting the Sprint Backlog and clarifying Stories.

59 Sprint Planning – Part 2

The second part of the Sprint Planning meeting is the time when detailed planning takes place by the Scrum Team and the Sprint is actually initialized.

60 Prioritizing the Backlog

The Product Owner must regularly prioritize the Story Cards that make up the Product Backlog and at the beginning of a Sprint he or she must prioritize the Story Cards selected for the Sprint Backlog.

61 Release Planning

Release planning allows the Product Owner to manage the rollout of capability in order to obtain feedback and assess progress.

Adaptive Project Tracking and Control

62 Sprint Execution

Sprint execution is the actual work of the Scrum team during the Sprint to accomplish the tasks needed to complete each Story in the Sprint Backlog.

63 Scrum Meetings

During a Sprint, the Scrum Team meets daily at a Scrum Meeting to provide status on progress.

64 Roadblocks

Roadblocks are impediments that prevent the Scrum Team from completing Stories and tasks. The Scrum Master is charged with removing or creating a workaround for the Roadblocks.

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Sprint Demonstration

The Sprint Demonstration is the formal meeting where the Scrum Team demonstrates to the Product Owner the performance of each deliverable that was created during the Sprint.

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Sprint Demonstration Planning

Sprint Demonstration Planning ensures that the Sprint Demo meeting appropriately reflects the work accomplished by the Scrum Team.

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Refinement

The Backlog Refinement is the update of the Product Backlog based upon what has been completed and what has been learned in a recently completed Sprint.

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Retrospective

The Sprint Retrospective is a lessons learned meeting with a focus on identifying opportunities to improve the performance and management of the next Sprint.