

Project Management Basics

GoSkills online course syllabus

Friday, January 3, 2025

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.

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