

PROGRAM SYLLABUS

Project Management

10-Week Certification Course



*Brought to you by your
university in partnership with:*

Ziplines.
Education

Ziplines Education, a career accelerator, partners with colleges, universities, and not-for-profit organizations to deliver industry-focused certificate courses that prepare learners for the demands of today's economy.

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Overview

MARKET DEMAND

Why project management skills are essential in today's job market

22 million new project management jobs are expected globally by 2027 (Source: Anderson Economic Group). In a [2023 LinkedIn survey](#), project management ranked among the **top six most in-demand skills**, alongside communication and persuasion.

Project managers ensure projects are completed on time, within budget, and meet company standards. Project managers play a crucial role in bridging strategy and execution, using their skills in planning, communication, and leadership to implement strategic initiatives, drive change, and deliver innovation. These skills are essential across a wide range of industries, particularly as companies rely on distributed and cross-functional teams.

COURSE HIGHLIGHTS

Master project management with expert guidance and real-world skills

Our fully online Project Management course is designed and taught by industry practitioners. Whether you're new to project management or seeking to enhance your existing skills, this course equips you with the skills, know-how, and tools you need to lead projects confidently.

In our collaborative learning environment, you'll dive into proven planning strategies, methodologies, and in-demand digital tools. Learn the core elements of project management and explore Agile methodology (ideal for technical projects), with the opportunity to earn a certification from Jira, the industry-leading project tracking software. You'll also get hands-on with Microsoft Project and Monday.com, two widely adopted project planning tools.



COURSE FORMAT

Convenient online, self-paced learning with optional live sessions

Delivered fully online, you should expect to spend six to eight hours engaging with interactive on-demand content created by industry experts, including hands-on activities and strategic playbook assignments. Additionally, optional two-hour group sessions are available for real-time collaboration with peers, instructors, and industry experts.

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Fantastic instructors. I have never learned so much in one class before!

STUDENT PROFILE

Designed for professionals looking for high-impact results

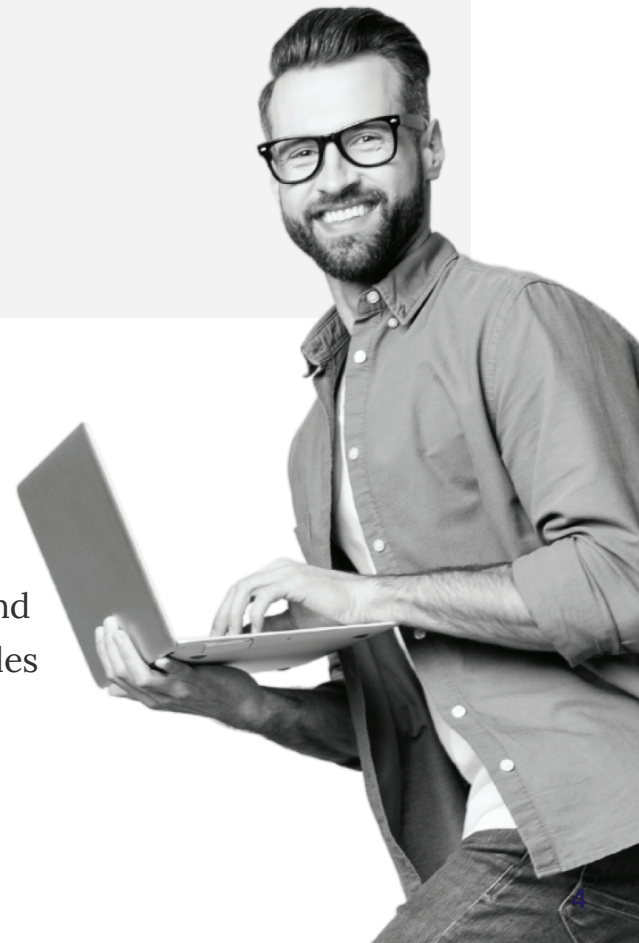
This course is ideal for motivated professionals eager to expand their skills and grow their careers. Our students come from diverse fields, such as Project Management, HR, Finance, Marketing, Business Operations, Engineering, IT/DevOps, and more.

This course is perfect for:

- Newer project managers seeking best practices to navigate their roles effectively.
- Individuals tasked with managing projects within their organizations.
- Business professionals looking to:
 - Broaden their skills and career opportunities.
 - Gain a comprehensive understanding of project management
 - Develop in-demand skills like Agile.
 - Transition into a project management role.

“

Great mix of online learning and real-time, live sessions. Made it simple to go at your own pace and pick it up when you needed to. Real-world examples kept the content rich and relevant.



Curriculum


Build foundational project management skills in 10 weeks

WEEK 1

Get Started with Project Management

Learn mindsets, approaches, and terminology that will frame the course and enable you to apply your knowledge in real-world business scenarios.

- Explain the role of a project manager and the importance of project management
- Define the six lifecycle stages of project management
- Differentiate between Waterfall, Agile, and Hybrid Methodologies, understanding the tools used in each


 **Playbook Project:** Create a Project Brief using ChatGPT

WEEK 2

Manage Stakeholders

You will develop strategies to dynamically engage and manage stakeholders by identifying executive communication strategies.

- Identify stakeholders and build skills to develop trusted relationships
- Manage stakeholder expectations by using communication best practices
- Develop a strategy for assembling your project stakeholders


 **Playbook Project:** Assemble a Project Team

WEEK 3

Plan and Scope

Gather extensive details about a project to adequately scope and define key bodies of work, constraints, and outcomes in order to assemble a team and kick off the project effectively.

- Build an implementation approach using a proven framework
- Create a Gantt chart to serve as a high-level project roadmap using various tools
- Develop a kickoff presentation and plan to gain effective buy-in

 **Playbook Project:** Build and Present a Kickoff Deck

WEEK 4

Create a Project Plan

Engage with stakeholders to negotiate and fine tune the nuances of your partnership, creating a project plan in Google Sheets, Microsoft Project and Monday work management.

- Break down project tasks and estimate durations using Work Breakdown Structures
- Visualize tasks, their sequence, and interdependencies with a project schedule network diagram
- Manage tasks, allocate resources, and report on projects in Microsoft Project


 **Playbook Project:** Create a Project Plan

WEEK 5

Get Started with Agile Project Management

Identify key concepts in technical project management that will enable you to apply basic Agile project methodologies to software development project scenarios and create an Agile project plan.

- Learn the key principles of Agile project management
- Manage Agile software projects using Kanban and Scrum
- Build in-demand digital skills in industry-leading software Atlassian Jira (start your Jira Essentials Certification)


 **Playbook Project:** Create an Agile Project Plan in Jira

WEEK 6

Manage Budget, Cost, and Resources

Identify how to create a budget and resource management plan for your project.

- Identify key components of a project budget
- Explore strategies and tools for effective cost management, cost estimation, and monitoring resources
- Describe techniques to negotiate with and manage vendors and other resources


 **Playbook Project:** Create a Project Budget

WEEK 7

Manage Risks

Determine how to identify and manage risks and use a proven framework to manage a project effectively, leveraging AI tools to draft stakeholder communications.

- Identify potential risks and assess their impact and likelihood
- Develop risk response strategies and contingency plans
- Monitor and control project risks

 **Playbook Project:** Create a Risk Management Plan

WEEK 8

Monitor Progress and Control Quality

You will manage project progress and assess quality as you help your team execute and report on key metrics and milestones.

- Establish the definition of “done” for a project
- Manage scope creep
- Establish project health metrics to assess project status
- Create a system for effectively monitoring project progress

 **Playbook Project:** Develop a Project Status Report

WEEK 9

Lead the Team and Resolve Conflicts

Identify techniques to manage teams effectively, practicing mediating and resolving conflicts, and developing strategies to get projects back on track.

- Learn to implement team management best practices
- Deliver bad news to stakeholders and renegotiate agreements based on changes
- Utilize leadership techniques to empower and motivate project teams
- Resolve conflicts, give feedback, and manage stakeholder expectations

 **Playbook Project:** Develop a Conflict Response Plan

WEEK 10

Evaluate Project Success

Facilitate a successful project evaluation by facilitating a retrospective and reporting on key business outcomes, using ChatGPT to synthesize project feedback.

- Facilitate a project retrospective
- Explain how to close a project and evaluate project success
- Operationalize and transition process improvements

 **Playbook Project:** Develop a Project Closure Report



Project Management Playbook

You'll reinforce your learning by creating a strategic Project Management Playbook that can be a resource for you during and after the course. Through hands-on activities, you will practice managing real-world projects, guided by industry experts, using the latest strategies, techniques, and tools.



This course includes online course content, live sessions, quizzes, playbook assignments, and readings. An award of completion will be issued when you achieve at least 70% on the module assessments and successfully complete all of the playbook assignments.

Credentials

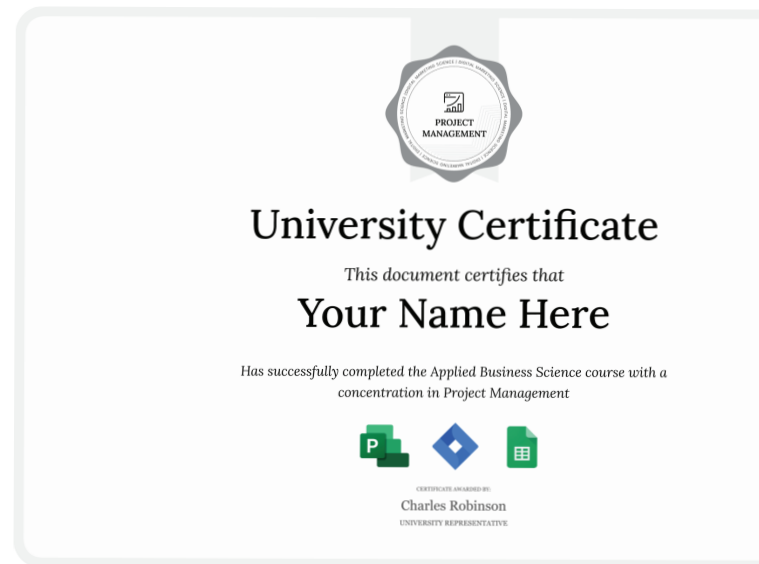
Gain in-demand skills and employer-focused credentials

Upon successful completion of the course, you will earn:

- University award of completion
- 23 hours project management education toward Project Management Institute (PMI) Certified Associate in Project Management (CAPM) Certification
- Jira Software Essentials Associate Certification (optional, but encouraged)

Course completion verifies knowledge and hands-on experience relevant to the following roles in any industry:

- Project Manager
- Project/Program Coordinator
- Jr. Project Manager
- Project Administrator
- Project/Program Assistant
- Project Scheduler
- Project Support Specialist
- Assistant Project Manager
- Associate Project Manager



INDUSTRY CERTIFICATIONS

Atlassian Jira Software Essentials Associate Certification

Project management technology skills are in demand. According to labor market data, salaries for jobs requiring Atlassian Jira and Microsoft Project earn up to \$20,000 more than those that do not require these skills. This course enables you to gain experience on both platforms (Source: Lightcast).

You'll walk away with hands-on technology experience in Jira and a free voucher to take the Jira Software Essentials Associate Certification, which includes Jira Fundamentals and the Beginner's Guide to Agile.

PMI Certified Associate in Project Management (CAPM) Certification

This course counts toward the 23 hours of project management education required for the CAPM exam offered by Project Management Institute (PMI). Upon completion, you will earn a certificate that can be shown to verify you meet the education requirements for the exam.

Career support

A fully supported learning experience, *plus* access to career coaches

Throughout the learning experience, you will be supported by subject matter experts and learning success advocates who help you stay on track and achieve your goals.

For a full year after enrolling in this course, you will have access to our Career Hub, where you'll find a community of folks just like you, focused on the future of their careers. This resource is available at no additional cost to assist you with:

Resume and cover letter review and tips:

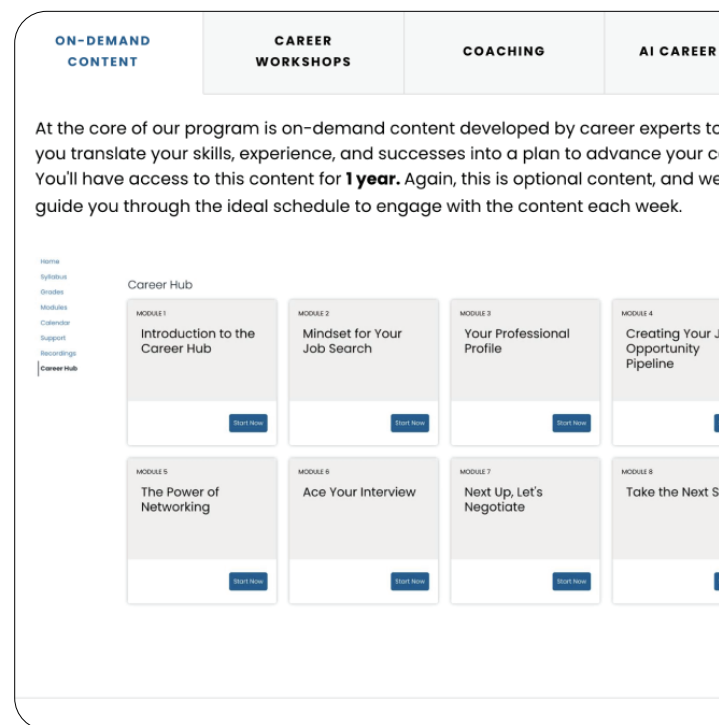
Learn how to customize your resume to the job description, use technology-friendly formatting, and explore examples to inspire the content that will set you apart.

Small-group workshops:

Ask questions, compare notes, and expand your network. Hosted by a career coach, topics during these sessions include key areas such as resume optimization, communicating transferable skills, negotiating tips, interviewing best practices, and Q&As with a hiring manager or recruiter.

Career coaching:

Need a bit more help or have specific areas or concerns you want more input on? Get access to our 1:1 career coaching.



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The learner success advocate was really helpful taking the time out for 1:1s with me when needed. The support that they gave was unmatched.

Course instructors

Our instructors have decades of project management expertise

Industry experience matters. To create this unique course experience, we've worked with more than a dozen project management professionals across leading global brands and industries whose career experiences span decades delivering hundreds of successful project implementations.

We employ this approach so we can create an authentic, practical learning experience led by subject matter experts with the most up to date, tried and true best practices helping you thrive in today's digital workplace. Let's take a moment to meet some of our incredible instructors:



Amer Custovic

Senior Technology Project and Program Manager

[LinkedIn Profile](#)

Amer is a distinguished Project and Program Manager with an impressive tenure of over a decade and a half at industry giants such as Barings, Broadridge, Wells Fargo, and Bank of America. Amer has seamlessly driven technology transformations, managed multi-million-dollar projects, and championed Agile methodologies across the board. Passionate about mentoring and knowledge-sharing, Amer deeply values the exchange of insights and has consistently demonstrated his commitment to nurturing

the next generation of professionals. Amer holds an MBA from Wake Forest University and a dual major from the University of North Carolina at Charlotte.



Sam Barrow

Director, Project Management

[LinkedIn Profile](#)

Sam has spent the last 20 years helping businesses achieve operational stability and scalability by building strong, results-driven teams, and coaching executive leadership across multiple companies to do the same. Most recently, Sam built out the Project Management function within the R&D organization of a high-growth education technology company. She led this team to successfully deliver complex cross-functional product and technology

initiatives. As a leader, Sam blends empathetic leadership with clear expectations and open communication, empowering teams to confidently own their success.



Jason Barros

Director of Program Management

[LinkedIn Profile](#)

Jason Barros is a seasoned technology leader who is passionate about innovation and a masterful director of program management with over 16 years of experience in the tech industry and more than 25 years of leadership and management experience. With a track record that spans various industries and renowned companies, Jason possesses a unique blend of skills, experience, and strategic acumen in the world of technology program management.



Haylye Plaster

Vice President, Operations | Integrator

[LinkedIn Profile](#)

Haylye is a high-impact leader who leverages her strategic planning expertise to build and develop high-performing teams to execute a company's mission. She effectively applies her years of experience in project management, relationship management, and day-to-day operations to exceed company goals, recently turning a company from a deficit to a million-dollar company in 4 years. From Project manager to Senior Project Manager to eventually

becoming the VP of Operations at Noble Predictive Insights, Haylye now works fractionally to help entrepreneurs run their businesses more efficiently.

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I recently took the Project Management Certificate Course and the course modules and assignments were amazing! I loved that there was an optional live class to review the coursework and ask questions as well as interact with others taking the course.

FAQS

Are there any prerequisites?

No, there are no prerequisites to enroll in this Project Management course.

How many hours a week should I expect to spend on the program?

You should expect to spend six to eight hours engaging with on-demand content, including hands-on activities and assignments. Additionally, optional weekly live/online two-hour group sessions are available for engaging with peers, mentors, and industry experts.

Where does the program take place?

You'll access on-demand content and assignments through our learning platform and join the optional instructor-led live sessions once a week through a video conference platform. The live sessions are recorded and available for playback on-demand. The online learning management system can be accessed on a computer from anywhere with an internet connection.

Will I earn a certificate?

Yes, you will earn a university-issued award of completion that verifies your knowledge and hands-on experience in project management. This prestigious credential will enhance your resume, making you more attractive to potential employers. It can also be showcased on LinkedIn to highlight your proficiency in project management technologies, setting you apart in a competitive job market.

What do I need to do to pass the course?

In order to receive a university-issued award of completion, learners must complete 100% of online coursework, achieve 70% or better on each module assessment and submit all Strategic Project Management Playbook projects.

What is your cancellation and refund policy?

We are confident in the quality of our learning experience. Because we believe so strongly in the value and impact of our course, we offer a 7-day money-back guarantee. If the course isn't the right fit for you, you can withdraw within the first week of your course start and receive a full refund, no questions asked.

Who is Ziplines Education?

Ziplines Education is a career accelerator that partners with colleges, universities, and not-for-profit organizations to deliver industry-focused certificate courses that prepare learners for the demands of today's economy. With a 4.7 Trustpilot rating, we strive to create a high-impact learning environment, aligned to employer needs.