

Project Management

ONLINE, MENTORED COURSE

COURSE SYLLABUS

OVERVIEW

Demand for project management skills

Project managers are in demand. By 2027, there are expected to be 22 million new project management jobs globally.

Project managers connect the dots between strategy and execution. They leverage planning, communication, and management skills to help companies implement strategic initiatives, drive change, and deliver innovation. Hundreds of companies and industries need people with these skills. ([Source: Anderson Economic Group](#)).

Project managers ensure projects are completed on time, within budget, and meet quality standards. This skill has become increasingly critical when leading distributed and cross-functional teams to deliver against company goals. A 2023 LinkedIn survey identified project management as one of the top six skills companies need most, alongside communication and persuasion. ([Source: LinkedIn](#))

The course

Delivered fully online, our Project Management course is taught by industry experts and focuses on the essential knowledge areas and digital skills necessary for effective project management. Whether you are a newcomer to project management or seeking to enhance your existing skills and gain insights into industry best practices, this course equips you with the practical know-how and tools for success.

You will gain insights into planning strategies, methodologies, digital tools, and techniques to drive project success within organizations of different shapes and sizes. You'll learn the essentials of modern project management and be introduced to Agile project management, ending the course with options to move forward with project management in an Agile (software projects) or non-Agile (most other projects) capacity.

PROJECT MANAGEMENT PLAYBOOK

You'll reinforce your learning by creating a 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.

Your Project Management Playbook includes how to run a project end-to-end: from strategic planning and scoping, to creating a project plan leveraging the latest tools and technologies, to managing budget, risk, and delivery. You'll also focus on strategies and best practices that help you lead a project team, manage stakeholders, and communicate effectively with others to ensure the project is successful.

CERTIFICATION

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 be prepared to take the Jira Software Essentials Associate Certification that includes Jira Fundamentals and the Beginner's Guide to Agile.

You'll also get hands-on experience working with Google Sheets and Microsoft Project, so that you'll be able to manage projects using the most relevant tool for you.

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.

OUR LEARNERS

Our course attracts learners who are motivated to expand their knowledge and grow their careers. Their backgrounds are wide and varied, including professionals from Project Management, Business Operations, HR, Finance, Marketing, Engineering, IT/DevOps, and more. Our course is ideal for anyone who identifies with one of the following profiles:

- Project managers who are newer to the field and looking for best practices and guidance for how to navigate their role more effectively
- Business-focused professionals looking to
 - Develop new skills to expand career opportunities or improve the potential for advancement
 - Gain a “big picture” understanding of Project Management and build in-demand skills employers are seeking, including exposure to Agile project management
 - Move into a project management role/career path
- Individuals in a company who have been asked to manage a project or projects in their department
- Entrepreneurs and business owners looking to achieve efficiencies in their processes in order to drive down cost

YOUR TIME

You should expect to spend six to eight hours per week engaging with on-demand content created by industry experts, including hands-on activities and assignments in the online learning management system (LMS).

Additionally, optional (but recommended) two-hour weekly live/online group sessions are available for engaging in real-time with peers, experts, and mentors.

➤ WHAT YOU'LL LEARN

FUNDAMENTALS

Module 1: Get Started with Project Management

Students will learn mindsets, approaches, and terminology that will frame the course and apply their knowledge immediately by creating a project overview document for a given business scenario.

- 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 and tools used in each
- Create a project brief

Playbook Project: Create a Project Brief

Module 2: Manage Stakeholders

Students will develop a stakeholder engagement toolkit and strategies to dynamically engage and manage their stakeholders by identifying executive communication strategies that resonate.

- Identify and manage key stakeholders
- Build relationships of trust with stakeholders
- Manage stakeholder expectations by using communication best practices
- Develop a strategy for assembling your project stakeholders

Playbook Project: Assemble a Project Team

Module 3: Plan and Scope

Students will gather more 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 via a presentation.

- Define project objectives, scope, and stakeholders
- Build an implementation approach using a framework

- Create a Gantt chart to serve as a high-level project roadmap using various tools
- Develop a project kick off presentation
- Host a project kick off meeting

Playbook Project: Build and Present a Kick Off Deck

Module 4: Create a Project Plan

Students will engage with stakeholders to negotiate and fine tune the nuances of their partnership for the initiative, creating a project plan in Google Sheets and Microsoft Project.

- 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
- Create a project plan using Microsoft Project

Playbook Project: Create a Project Plan

Module 5: Get Started with Agile Project Management

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

- Identify the key principles of Agile project management
- Manage Agile software projects using Kanban
- Manage Agile software projects using Scrum
- Create an Agile project plan using Jira
- Complete Atlassian Jira Software Essentials Certification

Playbook Project: Create an Agile Project Plan in Jira

Module 6: Manage Budget, Cost, and Resources

Students will identify how to create a budget and resource management plan.

- 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
- Create a project budget considering various cost elements

Playbook Project: Create a Project Budget

Module 7: Manage Risks

Students will determine how to identify and manage risks with a risk management plan and use it practically throughout the project.

- 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

Module 8: Monitor Progress and Control Quality

Students will manage progress and assess quality as they help their 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
- Develop a project status report

Playbook Project: Develop a Project Status Report

Module 9: Lead the Team and Resolve Conflicts

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

- Identify effective 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

Module 10: Evaluate Project Success

Students will facilitate a successful project evaluation by facilitating a retrospective and reporting on key business outcomes.

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

Playbook Project: Develop a Project Closure Report

STRATEGY — TACTICS — TECHNOLOGY

Including:

- Terminology
- Lifecycle Stages
- 10 Knowledge Areas
- Waterfall and Agile methodologies
- The role and charter of a project manager
- Day to day best practices
- Leading a project end to end
- Modern Tools and Technology
- How companies use project management to improve outcomes, increase efficiencies and drive down cost
- Considerations for a career in Project Management

KNOWLEDGE AND EXPERIENCE

A university-issued award of completion that 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
- And more...

LEARNING AND CAREER SUPPORT

You will be supported by mentors and learning success advocates who help ensure you are on track by answering questions and giving feedback throughout the course, during live sessions, and on playbook assignments.

You will also have access to the Career Hub, where you'll find a community of folks just like you, focused on the future of their careers. You and your peers can network and learn from each other. You'll also find the support of industry-expert career coaches. Their successful careers and experiences can guide you on your own career advancement journey.

Our Career Hub can help you with:

Resume and cover letter review + 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 with other learners, and expand your network. Hosted by a career coach, topics during these sessions may include: career development, communicating transferable skills, negotiating tips, 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.

ASSESSMENT

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

- 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)

> INSTRUCTORS AND COURSE CREATORS

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. Meet some of our experts below.



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 holds an MBA from Wake Forest University and a dual major from the University of North Carolina at Charlotte; 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.



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 of the Divisional Project Management Office within the R&D org 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. In addition, Sam works to cultivate inclusive and equitable environments for all employees.



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 focuses on the business's strategic plan by building and developing teams to execute the company's purpose. She leverages her years of experience in strategic planning, 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.