

Project Management

CPD 0148

Overview

This Project Management course will transform you into a project manager with expertise in the latest, in-demand tools, techniques, and methodologies. Fast-track your career in project management with practical training and technical certifications you can apply on the job. Delivered fully online, this 10-week comprehensive program is taught by industry experts and supplemented with live/online mentor-led classes. You'll leave the course with proof of your project management skills: a Project Management Playbook and an industry-recognized certification and qualifications, including the Atlassian Jira Software Essentials Associate Certification, 23 hours toward the Project Management Institute's Certified Associate in Project Management (CAPM) Certification, and hands-on experience working with Google Sheets and Microsoft Project.

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

Authors and Instructors

Amer Custovic - Amer is a distinguished Senior Technology 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 - Sam is Director of Project Management and 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 - 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](#) - Haylye is a high-impact leader and Vice President of Operations 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 and eventually to VP of Operations at Noble Predictive Insights, Haylye now works fractionally to help entrepreneurs run their businesses more efficiently.

Learning Outcomes

- **Agile and Traditional Methodologies:** Understand the principles and practices of both Agile and traditional project management methodologies. Apply appropriate methodologies to various project scenarios for optimal results.
- **Project planning:** Create project plans using project management techniques such as outlining work breakdown structures, defining dependencies, building Gantt charts, and creating project network diagrams.
- **Resource and Budget Management:** Develop and manage project budgets. Optimize team performance and project outcomes using resource allocation strategies.
- **Stakeholder Management:** Identify and engage with key project stakeholders. Use effective communication strategies to manage expectations and foster collaborative relationships throughout the project lifecycle.
- **Risk Management:** identify potential risks to a project and develop strategies for risk response and mitigation. Implement risk assessment techniques to proactively manage project uncertainties.
- **Quality Control and Progress Monitoring:** Implement quality control measures to ensure project deliverables meet the required standards. Utilize progress monitoring tools to track project milestones and make data-driven decisions for course correction.

- **Team Leadership and Conflict Resolution:** Lead project teams effectively, using motivational and empowerment techniques. Resolve conflicts skillfully to maintain team cohesion and project momentum.
- **Digital Tools Proficiency:** Gain hands-on experience with industry-standard project management tools such as Atlassian Jira and Microsoft Project. Leverage these tools for efficient project planning, execution, and monitoring.
- **Project Management Certifications:** Become an Atlassian Certified Associate by preparing for and earning the Jira Software Essentials Certification. Gain hours towards the PMI Certified Associate in Project Management (CAPM) Certification, enhancing professional credibility and career prospects.

Curriculum

Section	Objectives	Project
Module 1	<p>Get Started with Project Management</p> <ul style="list-style-type: none"> ● Identify the role of the project manager and how effective project management is critical to business success. ● Define the six lifecycle stages of project management. ● Describe the 10 Knowledge Areas of Project Management ● Differentiate between Waterfall, Agile, and Hybrid Methodologies and tools used in each. ● Identify how to bring the key aspects of the project manager role together to execute a project brief. 	Create a Project Brief
Module 2	<p>Manage Stakeholders</p> <ul style="list-style-type: none"> ● Identify and manage key stakeholders at various company levels. ● Demonstrate an understanding of common accountability models and their benefits. 	Develop a stakeholder engagement toolkit.

	<ul style="list-style-type: none"> ● Create a toolkit for building and managing stakeholder relationships. ● Utilize industry best practices, tools, and communication techniques to manage stakeholder expectations and engagement. 	
Module 3	<p>Plan and Scope</p> <ul style="list-style-type: none"> ● Define project objectives, scope, and stakeholders. ● Build an implementation approach, pulling from existing frameworks and methodologies. ● Create a Gantt chart to serve as a high-level project roadmap using various tools. ● Develop a project kick-off presentation in Canva. ● Introduce the project by hosting a project kick-off meeting. 	Create a Project Roadmap & Kick Off Presentation
Module 4	<p>Create a Project Plan</p> <ul style="list-style-type: none"> ● Describe the six steps in creating and managing a successful project plan. ● Break down project tasks and estimate durations using Work Breakdown Structures ● Visualize tasks, their sequence, and interdependencies with a project schedule network diagram. ● Determine the project’s critical path using a Network Diagram ● Develop task management, resource allocation, and project reporting proficiency. ● Create Google Sheets and Microsoft Project project plans. 	Develop a Project Plan in Google Sheets and Microsoft Project
Module 5	<p>Manage Budget, Cost, and Resources</p> <ul style="list-style-type: none"> ● Create a project budget considering various cost elements. 	Create a Project Budget, Cost, and Resource

	<ul style="list-style-type: none"> ● Identify strategies and tools for effective cost management, cost estimation, and monitoring of resource expenditures. ● Define techniques to negotiate with and manage vendors and other resources. 	Management Plan
Module 6	<p>Manage Risks</p> <ul style="list-style-type: none"> ● Identify potential risks and assess their impact and likelihood. ● Develop risk response strategies and contingency plans. ● Monitor and control project risks. 	Create a Risk Management Plan
Module 7	<p>Monitor Progress and Control Quality</p> <ul style="list-style-type: none"> ● Identify techniques and tools for tracking project progress and performance. ● Manage project changes and control scope creep. ● Create project documentation and a reporting plan. ● Identify quality requirements and control techniques and develop a quality management plan. 	Develop a Project Status Report and Quality Assurance Plan
Module 8	<p>Lead the Team and Resolve Conflicts</p> <ul style="list-style-type: none"> ● Identify effective team management best practices to use in your role, including influencing, decision-making, and enabling compromise. ● Deliver bad news to stakeholders or renegotiate agreements based on changes. ● Utilize leadership techniques to empower, motivate, give feedback, and guide project teams. ● Resolve conflicts and manage stakeholder expectations. 	Develop a Feedback Scenario Kit

Module 9	<p>Evaluate Project Success</p> <ul style="list-style-type: none"> ● Identify tools and best practices to evaluate projects and report on outcomes. ● Facilitate a retrospective, document lessons learned, and recommend how to incorporate lessons into future processes. ● Define strategies for transitioning project deliverables to operational teams 	Develop Project Retrospective and Executive Report
Module 10	<p>Get Started with Agile Project Management</p> <ul style="list-style-type: none"> ● Identify the key principles of Agile project management for software, including how to get started with Agile, Kanban basics, and Scrum basics. ● Determine the use cases and considerations when working on technical projects. ● Get started in Jira to create an Agile project plan. 	Create an Agile Project Plan in Jira

Delivery

Fully online, on-demand learning with weekly 2-hour live/online interactive group sessions led by mentors with subject matter experts. Ziplines Education uses Canvas as the learning management system (LMS).

Assessment

This course will include live sessions, quizzes, playbook assignments, readings, etc. A certificate of completion will be issued when the learner achieves at least 70% on the module assessments, successful completion of the playbooks, and a passing score on Atlassian Jira's Software Essentials Associate Certification. The Atlassian Jira Software Essentials Associate Certification is a proctored exam.

Hours and Articulation

Learner hours for the modules are as follows (includes on-demand asynchronous learning, 2-hour weekly online facilitator-led session, and playbook assignment completion):

1. Module 1 – 10 hours
2. Module 2 – 10 hours
3. Module 3 – 10 hours
4. Module 4 – 10 hours
5. Module 5 – 10 hours
6. Module 6 – 10 hours
7. Module 7 – 10 hours
8. Module 8 – 10 hours
9. Module 9 – 10 hours
10. Module 10 – 10 hours (Certification)

Total Module Contact Hours: 100 hours