Introduction to Project Management

Course Syllabus

Course Overview

Project management is an essential skill-set for many careers and in many contexts in our lives. Introduction to Project Management is an ideal starting point if you need to manage projects at work or at home, while not necessarily being a formally trained project manager. It is also suitable if you are considering undertaking a project in the near future and are seeking to learn and apply essential project management knowledge and skills.

To deliver a project successfully, it's important to start by clearly identifying what the project is, and what its outcomes will be. In the course, we will show you practical ways to explore and understand your goals from the outset of your project, and to consider all the factors that may affect its execution. Step by step you will learn how to plan, scope, schedule, cost and manage your project from beginning to end. Since every project relies on the people who are delivering it, the course also enables you to explore how you can effectively communicate, manage people and employ leadership skills to successfully deliver your own project.

In Introduction to Project Management, you will learn practical ways to use project management skills, whether your project is large or small. Join us to explore how you can benefit from using project management techniques in your own projects.
Week 1: What is Project Management?
LEARNING CONTENT AVAILABLE FROM: 17TH OF FEBRUARY 2016 0:00 AM UTC

Week 1 Learning Objectives
1.1 Understand the characteristics of a project.
1.2 Apply project characteristics to your own project.
1.3 Identify skills necessary to manage a project.

Week 1 Assessment Requirements
You'll be assessed on the following items due by 30th of March 2016 0:00 UTC:
- Weekly knowledge check questions

Week 2: The Initiation Phase
LEARNING CONTENT AVAILABLE FROM: 24TH OF FEBRUARY 2016 0:00 AM UTC

Week 2 Learning Objectives
2.1 Describe the features of a project.
2.2 Initiate the process of managing a project.
2.3 Determine the appropriateness of the project.

Week 2 Assessment Requirements
You'll be assessed on the following items due by 30th of March 2016 0:00 UTC:
- Weekly knowledge check questions
**Week 3: Understanding the Planning Phase**

LEARNING CONTENT AVAILABLE FROM: 2ND OF MARCH 2016 0:00 AM UTC

**Week 3 Learning Objectives**
3.1 Understand the project planning process.
3.2 Define the requirements for scoping, scheduling and costing a project.
3.3 Describe the importance of planning in the project management process.

**Week 3 Assessment Requirements**
You'll be assessed on the following items due by 30th of March 2016 0:00 UTC:
- Weekly knowledge check questions

**Week 4: Determining Project Risk**

LEARNING CONTENT AVAILABLE FROM: 9TH OF MARCH 2016 0:00 AM UTC

**Week 4 Learning Objectives**
4.1 Identify potential project impacts and associated risks.
4.2 Respond to and manage identified project risks.

**Week 4 Assessment Requirements**
You'll be assessed on the following items due by 30th of March 2016 0:00 UTC:
- Weekly knowledge check questions
Week 5: Project Teams and Communication

LEARNING CONTENT AVAILABLE FROM: 16TH OF MARCH 2016 0:00 AM UTC

Week 5 Learning Objectives
5.1 Identify internal and external project stakeholders.
5.2 Develop an effective project team.
5.3 Communicate effectively with team and project stakeholders.

Week 5 Assessment Requirements
You'll be assessed on the following items due by 30th of March 2016 0:00 UTC:

• Weekly knowledge check questions

Week 6: Bringing it All Together

LEARNING CONTENT AVAILABLE FROM: 23RD OF MARCH 2016 0:00 AM UTC

Week 5 Learning Objectives
5.1 Align project success criteria to project objectives.
5.2 Measure the progress of a project.
5.3 Solicit stakeholder feedback and lessons learnt.
5.4 Understand concept of benefits of realisation and who takes ownership.

Week 5 Assessment Requirements
You'll be assessed on the following items due by 30th of March 2016 0:00 UTC:

• Weekly knowledge check questions

DISCUSSION FORUM ETIQUETTE AND FREQUENCY
We expect you to follow the edX Code of Conduct at all times and keep your posts/responses positive on the learning forums.
Post regularly, at least once per discussion activity and be sure to respond to your peers, as instructed.

Your instructors will be online weekly to answer questions on the Discussion Forum.