

02 - Learning about careers in Project Management

Where is this course?

- Google Career Certificates - Project Management

My Notes

My notes for this overall course will be laid out by module in the course, and have subheadings in order to differentiate between different topics/videos that are presented in the courses. I'll add in any extra notes/resources that I use where necessary, and hope it will be helpful for anyone looking!

From certificate to career success

Internship - Definition

A short-term way to get hands-on experience in the industry

Contract Work - Definition

Working on contract for a company rather than being an official employee of a company, a contractor may be hired on a project-by-project basis

- Project Management Roles
 - Very high demand role
 - A 2017 study said that by 2027, 87.7 million people will be required to fill in project management roles
 - Very high amount of growth
 - This is seen throughout the industry, **although especially in:**
 - Manufacturing and Construction
 - Information Services and Publishing
 - Management and Professional Services
 - Finance and Insurance
 - Utilities

- Oil and Gas
- Also note that the generic role of 'project manager' can have **specific roles in different fields**, such as:
 - Construction Project Manager
 - IT Project Manager
 - Engineering Project Manager
- **Different potential roles**
 - Operations Manager
 - Program Manager
 - Project Coordinator
 - Project Assistant
 - Operations Coordinator
 - Operations Assistant
- **Skills that you learn from one industry can also be applied in another industry**
 - Demand for a wide variety of skill due to continually changing processes (such as tech)
 - Also note that you don't have to be an expert in the field either, you just have to be able to manage projects, and have some basic knowledge
- **Consider doing an internship**
 - Experience within a company
 - Boost resume, and stand out compared to other candidates
 - Real work experience + networking
 - win-win
- **Transferable roles**
 - Events manager internship -> full time project management role later on
- **Contract work**
 - Won't be a full time employee
 - Good way to get your foot in the door
 - Also a good way to build a portfolio
 - Able to try out a few different projects at once
 - Lets you explore different types of companies and project types
 - As it is temporary, can really explore

Explore Project Management Roles

- **Project Management job categories and common roles**
 - **Entry Level Project Management Roles**

- Entry level project management positions are a good way to get your foot in the door, and learn how a company operates and manages projects
- Good idea as it allows for growth, and also allows for learning more from experienced project managers
- Examples include
 - **Junior Project Manager**
 - Performs all aspects of being a project manager alongside a more experienced professional
 - **Project Administrator**
 - Assists the rest of the project team with administrative tasks
 - **Project/Program Assistant**
 - Supports team members working on a project and offers administrative support
 - May perform research or create training documents along with other jobs as assigned by program leaders
 - **Project/Program Coordinator**
 - Participates in hands-on project work and administrative tasks.
 - Works under a project manager to make sure projects are completed on time and within budget
 - **Project Support Specialist**
 - Works alongside a project manager and team members to oversee assigned projects.
 - May also be responsible for training and developing employees to perform designated tasks.
- **Traditional Project Management Roles**
 - Once you have gained some experience in the entry level positions, you can explore traditional project management roles
 - Examples include
 - **Project Manager**
 - Responsible for the initiating, planning, executing, monitoring, and closing of a project.
 - Includes industry-specific titles like IT project manager, construction project manager, or engineering project manager, which utilize skills that are transferable among industries.
 - **Project Analyst**
 - Moves a project along by sharing information, providing support through data analysis, and contributing to strategy and performance.
 - **Project Leader/Director**

- Drives core decision-making and sets the direction for the project.
- Usually knowledgeable about the product or deliverable.
- **Project Controller**
 - Primarily responsible for project planning.
 - You are likely to see this job title in industries like engineering and construction.
- **Technical Project Manager**
 - Conducts project planning and management for identified goals within a company.
 - Ensures that projects are completed to the requirements within a defined time frame and budget.
- **Project Management Office (PMO) Analyst**
 - Manages the progress of complex projects to ensure timely execution and completion.
- **Program and Portfolio Management Roles**
 - General Progression
 Graphic of project manager > program manager > portfolio manager
 - **Project Manager**
 - Responsible for the day-to-day management of projects
 - Shepard projects from start to finish (i.e. a guide for their teams)
 - Applies the right tools, techniques, and processes to complete the project successfully, on time and within budget
 - **Program Manager**
 - Step up in responsibility
 - Responsible for multiple projects that are related or similar to one another
 - Also manage the coordination of these projects.
 - For example all project managers at Google are considered program managers as they all manage multiple projects
 - **Portfolio Manager**
 - Step up in responsibility
 - Responsible for multiple related programs within an organisation
 - Generally refers to all the programs/projects within an entire organisation
 - Coordinates various programs in order to make sure they are on track
 - Looks at all projects and programs within a company and prioritizes work as necessary
- **Operational Management Roles**
 - Experience several departments and how they interact/operate

- Allows for you to work alongside peers and management from various business segments
- Skills used in project management can be used in the executive side of business as well
- Some examples include
 - **Operations Analyst**
 - Manages and coordinates research, investigates workflows, creates business procedures, and recommends changes to improve the project and company.
 - **Operations Manager**
 - Oversees strategic decision-making and rolls out plans of action based on financial, schedule, and resource reporting.
 - **Chief Operating Officer**
 - Responsible for overseeing the day-to-day administrative and operational functions of a business.
- **Agile Roles**
 - Agile Project Management roles
 - Examples include
 - **Scrum Master**
 - Coordinates and guides the Scrum team.
 - Knowledgeable in Agile framework and Scrum and is able to teach others about the Scrum values and principles.
 - May also be listed as a *Technical Program Manager* or *Technical Project Manager*.
 - **Product Owner**
 - Drives the direction of product development and progress.
- **Industry Specific Management Roles**
 - Note that you can move between industries
 - You are able to use an specific knowledge you have built up as well to be able to be more efficient
 - Main thing to worry about are soft-skills
- **Main Takeaway**
 - Project Management is a career with a lot of potential
 - Make sure to learn a lot of transferable skills
 - They can be utilised in multiple industries

Finding the perfect role

Networking - Definition

Networking refers to when you meet other people in a professional setting with the goal of learning, sharing knowledge, and creating new business connections

- **How to find a role**
 - **Buzzwords**
 - "Data Driven"
 - "Team Player"
 - "Self Starter"
 - Note that some roles list "Project Management" as a skill and not a dedicated role
 - If you have project management skills, you can have an operational/program manager
 - End-to-end system management
 - Note not all "project management" roles are listed as such
 - Make sure to look through the job description to see if it suits your skillset/experience
 - **Required Skills examples**
 - Organisational Management
 - Broad range of communications
 - Strong planning and communication skills
 - Budget preparation and monitoring
 - **Potential Tasks (for Project Management)**
 - Create monthly status reports
 - Implement new and necessary technologies
 - Tracing work plans and performance metrics
 - Assisting other members of the operational team
 - Ensuring timely responses to requests for information
 - Everyone has worked with a project manager in the past...
 - **Teachers**
 - Designing a curriculum that's accessible for students with unique needs
 - Managing a budget
 - communicating with others
 - parents
 - department heads
 - school admins
 - developing processes to make things run efficiently in a classroom
 - etc.

- You can use a similar role (such as student leader) in your resume/interview
 - "I assembled and lead a team of 20 students to:"
 - plan and execute events
 - Like fundraisers
 - Community events
 - Academic assemblies for over 300 students
 - You can surprise yourself with how much experience you may have

Gilbert: Project Management skills in my role

- **Project Management skills**
 - Communicating to stakeholders
 - Managing a budget
 - Managing a project timeline
 - Organising events for university students
 - Organise guest speakers
- **Translation of skills**
 - Being in a management position can allow for you to develop the skills necessary
 - Such as being a manager at a retail store
 - Being able to talk, and have difficult conversations
 - Being able to manage a budget
 - Being able to manage resources
 - Being able to manage your time
 - Start applying project management frameworks/practices in everyday life as well to be able to get them ingrained into you
 - For example planning yourself for the next 3 months

Using Buzzwords in your job search

- **Skills**
 - **Coordination**
 - Getting people/teams to work together
 - Can be expressed via
 - "coordination of efforts to achieve project deliverables"
 - "coordinate internal resources to ensure successful project completion"
 - Project Management mainly looks at managing the coordination of resources to achieve the end goal
 - One of the top skills any Project Manager can have

- **Organisation**

- Ability to stay focused on different tasks
- Can be expressed via
 - "solid organisational skills, including attention to detail and multitasking skills"
 - "highly organised"
- Organisational skills are important when it comes to project management

- **Leadership**

- Being able to lead a group of people
- Can be expressed via
 - "Strong leadership qualities"
 - "Ability to lead"
- Needs to display leadership in many ways
 - Effective planning
 - Efficient task coordination
 - Inspiring team members
 - Key decision making
- Vital for project management

- **Example of a Job Description for Project Management**

- From Coursera

Project Manager
<ul style="list-style-type: none">• Excellent time management, prioritization, and organizational skills• Demonstrated ability to lead others• Outstanding communication skills• Successful track record in coordinating the work of internal and external teams to develop new products

- Look at other positions that don't explicitly mention "project management", but require similar skills

- Such as this example of a "Operations Associate"

Operations Associate
<ul style="list-style-type: none">• Plan and organize team objectives and priorities• Develop and execute reporting and process design• Monitor daily operations and enhance processes to maximize efficiency• Coordinate training plans

- **Common Project Management buzzwords**

- Buzzwords are a good way to see if the role would suit your skills, so here is a massive list of them:
 - Analytical
 - Assertive
 - Assessing outcomes
 - Assessing progress
 - Attention to detail
 - Conflict resolution
 - Collaborative
 - Coordination
 - Communication
 - Development
 - Evaluation
 - Executing plans
 - Financial analysis
 - Impact assessment
 - Leadership engagement
 - Managing meetings
 - Managing client expectations
 - Managing conflicts
 - Managing relationships with stakeholders
 - Managing vendors
 - Meeting deadlines
 - Monitoring
 - Multitasking
 - Planning
 - Prioritizing
 - Problem-solving

- Process development
- Process improvement
- Project coordination
- Project implementation
- Project initialization
- Project planning
- Project reporting
- Quality control
- Risk assessment
- Risk management
- Solution development
- Strategic planning
- Strong interpersonal skills
- Strong verbal communication
- Strong written communication