

00 - Getting Started with the Program - Notes

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!

Welcome to the Google Project Management Certificate

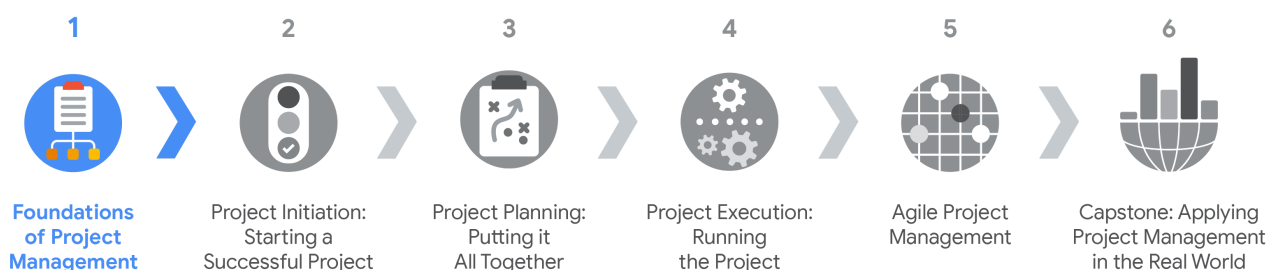
- What is a Project Management?

Project Management - Definition

The application of *knowledge, skills, tools, and techniques* to meet the *project requirements* and achieve the *desired outcome*

- Spans a large amount of disciplines, and doesn't require a deep amount of technical knowledge
 - Any specific skills that you may know allows for an advantage

Program and Course Overview



Course Overview

- 4 week program - Course 1
- Lesson Types include:
 - **Videos**
 - Google Employee as an instructor
 - **Readings**
 - Introduces new ideas and case studies to build on top of videos
 - **Discussion Forums**
 - Explore course topics for better understanding, and talk with peers
 - **In Video Questions**
 - Check up on learning as you go during videos
 - **Practice Quizzes**
 - Checks understanding, and gives feedback. Important to do
 - **Graded Quizzes**
 - Measures progress by grading quizzes
 - **Ungraded Peer-Review activities**
 - Practice applying skills that you are working to master. Other learners can view this, and give feedback
 - **Graded Peer-Review activities**
 - Assess the ability to apply skills, other learners will grade your work, and give feedback
- **Tips**
 - Take all 6 courses
 - Complete all items in order
 - Take time to do all the readings
 - Don't be afraid to rewatch a video
 - Take part in as many learning opportunities as possible

Foundations of Project Management - Course Objectives

- **Understand** which types of jobs are suitable for you
- **Define** key project management terms
- **Define** roles and responsibilities
- **Discuss** the types of jobs you can pursue
- **Define** "*project*" and "*project manager*"
- **Define** "*project life cycle*"
- **Describe** organisational structures and cultures

Helpful Resources

- **Helpful Habits**

- **Plan your time**

- Set up regular study times and stick with them
 - Use a Calendar/Timetable system to create a schedule, and list what you plan on doing each day to break down the work into achievable goals

- **Be curious**

- Ask questions, and search for more details online
 - Take notes on any extra information that you have gained

- **Take notes**

- Take notes on any content that you find interesting, that way you can refer to it later to revise or get any extra content
 - An effective way to make connections between different topics

- **Chat**

- Reach out with other learners to gain more information, and potentially have any questions you may have answered

- **Update your profile**

- Update your profile to something presentable, and something that allows for other people to get to know you more

- **Finding more Information**

- **Project Management Institute**

- A good resource for those in project, program, or portfolio management professions
 - Provides guides, industry standards, articles, templates, job boards, certifications, etc.

- **Scrum Guides**

- Defines "Scrum", which is used in Agile project management
 - Describes Scrum's roles, events, artifacts, and the rules that bind them together

- **Foundations of Project Management - Glossary**

- Can find out specific terms (for this unit) in the glossary

Surveys - Info

During this certificate program, you will be asked to complete a few short surveys. These are part of a research study to understand how effective the certificate has been for you.

- **Entry Survey**

- A brief survey to help us understand why you have entered the certificate

- Asks about experiences leading up to the course, and any goals that you hope to accomplish
- **Individual Course Feedback**
 - When you complete the last graded assignment within an individual course, you may be asked to fill in a survey
- **Certificate Completion Survey**
 - After you complete the last graded assignment in the final course of the certificate, you will be asked to answer a survey that revisits some earlier questions and asks what you have learned throughout the duration of the program.
 - This survey also asks if you would like to share your contact information with prospective employers.