



PROJECT MANAGEMENT CLASS SCHEDULE

Week	Date	Day	Tool Covered	Activity	Details
1	14/10/24	Monday	Asana	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Tuesday.
	16/10/24	Wednesday	Trello	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Thursday.
	18/10/24	Friday	Jira	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Saturday.
	19/10/24	Saturday	Overview of Week 1 Tools	Live Overview Session (Asana, Trello, Jira)	Live session at 8:00 PM - 9.00 PM (WAT), covers key aspects, Q&A, and tool integration
Week	Date	Day	Tool Covered	Activity	Details
2	21/10/24	Monday	Monday.com	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Tuesday.
	23/10/24	Wednesday	Basecamp	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Thursday.



	25/10/24	Friday	Clickup	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Saturday.
	26/10/24	Saturday	Overview of Week 2 Tools	Live Overview Session (Monday.com, Basecamp, ClickUp)	Live session at 8:00 PM - 9.00 PM (WAT), covers key aspects, Q&A, and tool integration
Week	Date	Day	Tool Covered	Activity	Details
3	28/10/24	Monday	Wrike	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Tuesday.
	30/10/24	Wednesday	Notion	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Thursday.
	1/11/24	Friday	Airtable	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Saturday.
	2/11/24	Saturday	Overview of Week 3 Tools	Live Overview Session (Wrike, Notion, Airtable)	Live session at 8:00 PM - 9.00 PM (WAT), covers key aspects, Q&A, and tool integration
Week	Date	Day	Tool Covered	Activity	Details
4	4/11/24	Monday	Teamwork	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before.



					Submission is due 9:00 PM on Tuesday.
	6/11/24	Wednesday	Smartsheet	Pre-recorded Video + Assignment + Quiz	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Thursday.
	8/11/24	Friday	Course Recap/Final Review	Recap of all tools + Final Project	Video and assignment uploaded will be uploaded at 10:00 PM the day before. Submission is due 9:00 PM on Saturday.
	9/11/24	Saturday	Overview of Week 4 Tools + Course Conclusion	Live Overview Session (Smartsheet, Teamwork, Course Recap)	Live session at 8:00 PM - 9.00 PM (WAT), covers key aspects, final Q&A.
	10/11/24	Sunday		Wrap-up and Certification	Live session at 8:00 PM - 9.00 PM (WAT)