

Google Project Management Certificate Completer:

Personal Closing Report

Executive Summary:

Google Project Management course provides hands on experience in all aspects of project management concepts along with case studies and software tools.

Key Accomplishments:

* Got hands on experience in Asana software.
* Understood all aspects of project management

Lessons Learned:

* Describe project management skills, roles, and responsibilities across a variety of industries. Explain the project management life cycle and compare different program management methodologies. Define organizational structure and organizational culture and explain how it impacts project management.
* Understand the significance of the initiation phase of the project life cycle. Understand the key components of project charters and develop a project charter for project initiation. Complete a stakeholder analysis and utilize RACI charts to define and communicate project team member responsibilities. Evaluate various project management tools to meet project needs.
* Describe the components of the project planning phase and their significance. Identify tools and best practices to build a project plan and risk management plan. Describe how to estimate, track, and maintain a budget. Draft a communication plan and explain how to manage it.
* Implement the key quality management concepts of quality standards, quality planning, quality assurance, and quality control. Demonstrate how to prioritize and analyze data and how to communicate a project’s data-informed story. Discuss the stages of team development and how to manage team dynamics. Describe the steps of the closing process and create project closing documentation.
* Explain the Agile project management approach and philosophy, including values and principles. Discuss the pillars of Scrum and how they support Scrum values. Describe the five important Scrum events and how to set up each event for a Scrum team. Explain how to coach an Agile team and help them overcome challenges.
* Complete a project charter, filling out key information including a project summary, SMART goals, scope, benefits, and costs. Examine project documentation and conduct research to identify tasks for a project and organize those project tasks and milestones in a project plan. Determine quality standards and evaluate against those standards to ensure that the project is achieving the required level of quality. Develop effective stakeholder reports by applying storytelling strategies to describe data.

Next Steps:

* To explore other visualization boards for storytelling like Kanban
* To explore other software for applying project management

Goals:

1 Month Goals:

* With a curiosity, started project management course by understanding all aspects of project management

6 Month Goals:

* Got the complete understanding of project management concepts with the help of capstone project