Google Project Management Certificate

Course 6 - Capstone Study Notes

Prepared for Coursera Google Project Management Professional Certificate

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Contents

1 Module 1: Applying Project Management Skills

1.1 Key Concepts

- **Sauce & Spoon Case Study**:
  - Involves managing a project to implement a new tablet-based ordering system for a restaurant group.
  - Requires applying skills from Courses 15: initiation, planning, execution, and Agile methodologies.

- **Project Documents**:
  - Create key deliverables such as a project charter, Work Breakdown Structure (WBS), Gantt chart, budget, risk register, and stakeholder analysis.
  - Documents integrate concepts like SMART objectives, RACI charts, and Earned Value Management (EVM).

- **Peer-Reviewed Assignments**:
  - Submit eight documents (e.g., project charter, stakeholder register) for peer review.
  - Ensure documents are clear, complete, and shared with appropriate permissions (e.g., Google Docs set to "Sharing").

- **Practical Application**:
  - Apply project management tools and frameworks to manage scope, schedule, budget, quality, and team dynamics in the case study.

1.2 Study Tips

- **Understand the Case Study**:
  - Thoroughly review the Sauce & Spoon case study to understand project goals, stakeholders, and constraints.
  - Summarize the case in your own words, focusing on the tablet systems objectives.

- **Draft Key Documents**:
  - Create a project charter for the Sauce & Spoon project, including SMART objectives (e.g., "Implement tablet system in 3 restaurants by June 30, 2026").
  - Develop a sample WBS and Gantt chart using Google Sheets or Asana.

- **Practice Peer Reviews**:
  - Draft a stakeholder register and RACI chart, ensuring clarity for peer reviewers.
  - Practice reviewing sample documents in Coursera forums to understand grading criteria.

- **Apply Course Concepts**:
  - Map concepts from Courses 15 (e.g., scope management, Agile principles) to the case study tasks.
  - Example: Use EVM to track progress in the Sauce & Spoon project.

2 Module 2: Managing the Project Lifecycle

2.1 Key Concepts

- **End-to-End Project Management**:
  - Guide the Sauce & Spoon project through all phases: Initiation, Planning, Execution, Monitoring and Controlling, and Closure.
  - Address risks, dependencies, and stakeholder needs at each phase.

- **Practical Application**:
  - Create and manage deliverables like schedules, budgets, risk registers, and status reports.
  - Use tools like Gantt charts (for scheduling), RACI charts (for roles), and change logs (for adjustments).

- **Risk and Dependency Management**:
  - Identify risks (e.g., system downtime) and dependencies (e.g., software testing before rollout).
  - Develop mitigation plans and track dependencies to ensure project success.

- **Closure Activities**:
  - Finalize deliverables, obtain stakeholder approval, and document lessons learned.
  - Conduct a project retrospective to evaluate successes and areas for improvement.

2.2 Study Tips

- **Map the Lifecycle**:
  - Create a flowchart of the project lifecycle for the Sauce & Spoon case, detailing tasks for each phase.
  - Example: Initiation = Define tablet system goals; Closure = Obtain restaurant manager approval.

- **Practice Deliverables**:
  - Develop a risk register for the Sauce & Spoon project, listing 35 risks and mitigation strategies.
  - Create a Gantt chart in Google Sheets, including dependencies and milestones.

- **Simulate Closure**:

- Draft a lessons learned document for a hypothetical project, summarizing successes and challenges.
- Role-play a stakeholder approval meeting for the Sauce & Spoon project.

- **Review Case Study Materials**:
  - Study all provided case study content, as answers for assignments are embedded in the materials.
  - Use Coursera forums to clarify doubts about lifecycle management.

3 Module 3: Career Preparation

3.1 Key Concepts

- **Interview Preparation**:
  - Practice answering common project management interview questions (e.g., "How do you handle scope creep?" or "Describe a time you led a team").
  - Use behavioral and situational questions to demonstrate skills like leadership and problem-solving.

- **Career Tools**:
  - Leverage Career Dreamer or similar tools to explore project management roles.
  - Update resumes and LinkedIn profiles to highlight certificate completion and relevant skills.
  - Network with professionals via LinkedIn or industry events.

- **Certification Benefits**:
  - Earn a Credly badge with ACE credit recommendation (up to 9 college credits).
  - Qualify for over 100 hours toward PMIs CAPM certification.

- **Portfolio Development**:
  - Compile project documents from the capstone (e.g., charter, WBS) into a professional portfolio.
  - Use portfolio to showcase practical skills to potential employers.

3.2 Study Tips

- **Practice Interviews**:
  - Use tools like Gemini Live or NotebookLM to simulate interview questions and practice responses.
  - Example: Prepare a STAR (Situation, Task, Action, Result) response for managing a project challenge.

- **Update Career Materials**:

– Revise your resume to include Course 6 skills and the Sauce & Spoon project.

– Draft a LinkedIn post announcing certificate completion and the Credly badge.

- **Build a Portfolio**:

  – Organize capstone deliverables (e.g., project charter, risk register) into a portfolio using Google Docs or a dedicated platform.

  – Ensure documents are polished and professional for employer review.

- **Network Strategically**:

  – Create a networking tracker in Google Sheets, listing contacts, outreach dates, and follow-ups.

  – Engage with peers in Coursera forums to build professional connections.

4 General Study Tips for Course 6

- **Organize Notes**:

  – Create a dedicated folder in Google Docs or Notion for Course 6 notes, with sub-sections for each module.

  – Maintain a glossary of key terms (e.g., project charter, EVM, retrospective) for quick reference.

- **Engage Actively**:

  – Complete all quizzes, discussion prompts, and peer-reviewed assignments to reinforce learning.

  – Participate in Coursera forums to discuss the Sauce & Spoon case and career strategies.

- **Practice Application**:

  – Apply capstone skills to a personal project (e.g., organizing a community event), creating deliverables like a charter and risk register.

  – Simulate managing the project through all lifecycle phases.

- **Time Management**:

  – Allocate 34 hours per module, aiming to complete Course 6 in 45 weeks due to its hands-on nature.

  – Set deadlines for the eight peer-reviewed assignments to ensure timely submission.

- **Tool Familiarity**:

  – Use Google Docs for drafting deliverables, Google Sheets for tracking risks and schedules, and Asana for task management.

  – Ensure all peer-reviewed documents are accessible (e.g., Google Docs sharing settings).

5 Additional Notes

- **Course Context**: Course 6 is a capstone that integrates skills from Courses 15 through the Sauce & Spoon case study, focusing on real-world application. It includes videos, readings, quizzes, and eight peer-reviewed assignments.

- **Certification Benefits**: Completes the Google Project Management Professional Certificate, accredited by PMI, with credits toward CAPM certification (over 100 hours total) and a Credly badge.

- **Resources**: Use Coursera-provided templates (e.g., project charter, risk register) and tools like Asana, Google Docs, and Google Sheets for assignments.

- **Program Cost**: $49/month after a 7-day free trial; financial aid is available.

- **AI Integration**: Course materials may reference AI tools for tasks like risk analysis or stakeholder communication.