

# Project Planning: Putting It All Together

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## About this Course

This is the third course in the Google Project Management Certificate program. This course will explore how to map out a project in the second phase of the project life cycle: the project planning phase. You will examine the key components of a project plan, how to make accurate time estimates, and how to set milestones. Next, you will learn how to build and manage a budget and how the procurement processes work. Then, you will discover tools that can help you identify and manage different types of risk and how to use a risk management plan to communicate and resolve risks. Finally, you will explore how to draft and manage a communication plan and how to organize project documentation. Current Google project managers will continue to instruct and provide you with hands-on approaches for accomplishing these tasks while showing you the best project management tools and resources for the job at hand.

Learners who complete this program should be equipped to apply for introductory-level jobs as project managers. No previous experience is necessary.

By the end of this course, you will be able to:

- Describe the components of the project planning phase and their significance.
- Explain why milestones are important and how to set them.

SHOW ALL



### Flexible deadlines

Reset deadlines in accordance to your schedule.



### Shareable Certificate

Earn a Certificate upon completion



### 100% online

Start instantly and learn at your own schedule.



### Beginner Level



### Approx. 29 hours to complete



### English

Subtitles: English

## Syllabus - What you will learn from this course

### WEEK 1

## Beginning the planning phase

You will learn how the course is structured, the benefits of planning and key components of the planning phase, the difference between tasks and milestones, and how to set milestones.



6 hours to complete



10 videos , 7 readings, 5 quizzes

**See  
Less**



10 videos

Introduction to Course 3

The benefits of project planning

Launching the planning phase

Facilitating a project kick-off meeting

Understanding tasks and milestones

The importance of setting milestones

How to set milestones

Creating a work breakdown structure

Wrap-up

Clennita: How planning creates a sense of team



7 readings

Course 3 overview

Helpful resources to get started

Tips for leading a successful kick-off meeting

Setting milestones: Best practices

Breaking down the work breakdown structure

Activity Exemplar: Use a WBS to create project tasks and milestones - Part 1

Activity Exemplar: Use a WBS to create project tasks and milestones - Part 2



5 practice exercises

Reflection: Project planning considerations

Test your knowledge: The planning phase components

Activity: Use a WBS to create milestones and project tasks - Part 1

Activity: Use a WBS to create milestones and project tasks - Part 2

Weekly Challenge 1

WEEK 2

Building a project plan

You will learn why a project plan is necessary and what components it contains, how to create accurate time estimates and why they are important, and which tools and best practices to use to build a project plan.



6 hours to complete



9 videos , 6 readings, 5 quizzes

See  
Less



9 videos

Introduction: Building a project plan

Components of a project plan

Making realistic time estimates

Capacity planning and the critical path

Getting accurate time estimates from your team

Angel: The value of interpersonal skills in time estimation

Developing a project schedule

Project plan best practices

Wrap-up



6 readings

Putting together the pieces of a project plan

Case study: Run fast, pay later

Overcoming the planning fallacy

Creating a critical path

Creating a project plan: Tools and templates

Introduction to Kanban boards



4 practice exercises

Test your knowledge: Getting started with a project plan

Reflection: Time estimation

Test your knowledge: Utilizing tools to build a project plan

Weekly Challenge 2

WEEK 3

## Managing budgeting and procurement

You will learn what the components of a project budget are, how the budgeting process works, and how to manage a project budget. You will also explore how the procurement process works, what documentation is necessary, and how to obtain support and avoid ethical conflicts during the process.



6 hours to complete



12 videos , 8 readings, 8 quizzes

**See  
Less**



12 videos

Introduction: Managing budgeting and procurement

The importance of budget setting

Key components of a project budget

Creating a project budget

Maintaining a project budget

Understanding procurement

The procurement process

Common procurement documentation

Creating a Statement of Work

Obtaining procurement support

Ethics in the procurement process

Wrap-up



8 readings

Project budgeting 101

Helpful budget templates

Overcoming budgeting challenges

Activity Exemplar: Develop a project budget

Optional: Introduction to budgeting terms

Tips for the procurement process

Activity Exemplar: Complete a Statement of Work (SoW)

Avoiding ethical traps in procurement



8 practice exercises

Test your knowledge: Understanding project budgets

Activity: Develop a project budget

Test your knowledge: Creating a project budget

Test your knowledge: Introduction to procurement

Activity: Complete a Statement of Work (SoW)

Test your knowledge: Navigating procurement challenges

Reflection: Procurement ethics

Weekly Challenge 3

## WEEK 4

### Managing risks effectively

You will learn what risk management is and how it can help prevent project failure, what tools can help identify and manage risks, how to identify different types of risks and measure their impact on a project, and how to use a risk management plan to communicate and resolve risks.



5 hours to complete



10 videos , 5 readings, 7 quizzes

**See  
Less**



10 videos

Introduction: Managing risks effectively

The importance of risk management

Stanton: Managing my first project

Tools to help identify risks

Types of risk

Risk mitigation strategies

Building a risk management plan

Communicating risks to stakeholders

Aji: Risk management at Google

Wrap-up



5 readings

Phases of risk management

Uncover opportunities using risk management

How to create a fishbone diagram

Managing single point of failure risks

Visualizing dependency relationships



6 practice exercises

Test your knowledge: Risk management

Test your knowledge: Risk scenarios

Test your knowledge: Measuring risk impact

Test your knowledge: Identifying and assessing risks

Test your knowledge: Mitigating and communicating risks

Weekly Challenge 4

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## WEEK 5

### Organizing communication and documentation

You will learn the elements of a simple communication plan and how to draft and manage one, why documentation helps create project team visibility and accountability, how to organize documents in one central place, and how to prepare for a job search by documenting experience and highlighting transferable skills.



7 hours to complete



10 videos , 10 readings, 6 quizzes

**See  
Less**



10 videos

Introduction: Organizing communication and documentation

Why communication is critical

Starting a communication plan

Developing a communication plan

The value of project documentation

Organizing project documentation

Chris: Organizing artifacts for a job interview

Documenting experience in a resume

Dan: The importance of project documentation

Course wrap-up



10 readings

Tips for effective communication

Best practices for building a communication plan

Activity Exemplar: Draft a communication plan

Activity Exemplar: Organize documents in a project plan

Tailoring a resume for project management


Activity Exemplar: Get started on your project management resume

Activity Exemplar: Create or update your professional social media profile

OKRs for personal and professional development

Course 3 glossary

Getting started on Course 4

 6 practice exercises

Test your knowledge: Effective communication

Activity: Draft a communication plan

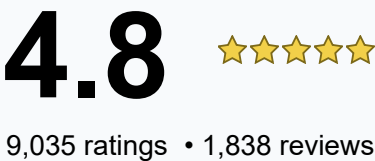
Activity: Organize documents in a project plan

Activity: Get started on your project management resume


Activity: Create or update your professional social media profile

Weekly Challenge 5


Show Less




## Top Reviews

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By GD • OCT 31ST 2022

I am grateful for this Course in particular. Very well structured and easy to understang . Special Thanks to the Instructor, Rowena and those who shared their experiences during this course. Thank You
- 

By AO • JAN 19TH 2022

This is a perfectly prepared course. the videos and activities were simply perfect. I learnt a great deal from this.\n\ni would recommend it to anyone wanting in-depth knowledge of Project management.
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By PV • JUL 27TH 2022

It provides a good hands on experience in Project Planning using Spreadsheets developing Communication plan, Buget Plan, Project Schedule plans creating hyperlinks urls for easy access and much more!
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By MK • SEP 28TH 2022

That was awesome. I will miss that teacher surely. I cannot wait to learn more and more. This is good part of my life. These courses are the remedy for my problems in life. Thank you so much.\n\n:)

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