

Google Project Management Certificate

The Google Project Management Certificate is a hands-on, online program developed by Google and designed to prepare beginner learners for entry-level jobs in project management. Learners who complete the Google Project Management Certificate will:

- Learn how to run projects using both traditional and Agile approaches.
- Understand the key components of each stage of the project management life cycle.
- Be familiar with industry standards, including PMI and Scrum Guide.
- Develop a set of artifacts to show potential employers that they understand the essential elements of project management, including managing a schedule, budget, and team.
- Understand organizational structures, business processes and acumen, and effective communication and leadership styles.
- Have acquired knowledge of job search best practices, developed their personal job search strategy, grown their professional network, and prepared core job search materials.

Equipment Needed: All learners must have a computer with reliable internet to access course content. Reliable internet access is necessary to complete hands-on course activities. Headphones are also a good option for a noisy environment.

SEMESTER PLAN:

Below includes a detailed guide for you to follow as you complete the course work. The goal is to keep you on track to finish your certificate within the allotted timeframe.

Expectations and Best Practices

Online learning allows for the flexibility of working at your own pace to meet a deadline, but it's helpful to establish a routine to stay on target and remember when work is due! Here's one that has worked well for students previously:

- **Monday/Tuesday:** Review all new material for the week and watch all assigned videos by end of day on Tuesday.
- **Rest of the week:** Complete work at your own pace. Aim to complete at least one task each day, no matter how large or small. With work, you may complete core coursework on Saturdays and Sundays. *Reminder:* To ensure you are actively participating, discussion posts may require you to post multiple times throughout the week.
- **Sunday:** Typically, weekly assignments are due at the end of the day on Sunday. Review that you have completed each assignment for that week.

Now that you have reviewed the coursework guidelines, please take a moment to review a general breakdown of each course, including estimates of how much time each may take based on the quantity and difficulty of the content. As you work through this plan, reach out to your professor with questions, concerns, and if you need clarifications.

COURSE 1: Foundations of Project Management

In this course, learners will discover foundational project management terminology and gain a deeper understanding of the role, responsibilities, and skills of a project manager. They will explore the various types of career paths they might pursue, the importance of the project life cycle, common project management methodologies, and how organizational structure and culture impact project management. In this course and throughout the program, current Google project managers will offer a multi-dimensional educational experience that will provide them with tools they can apply on the job.

Week 1

MODULE 1: Embarking on a career in project management (3 hours 30 minutes total module time)

In Module 1, learners will learn how the program is structured, what project management is and what a project manager does, how to apply their skills from previous work experience to project management roles, what types of project management roles they could pursue after completing this certificate, and how to search for those positions.

Module items

- 3 discussion prompts
- 1 practice quiz
- 1 graded quiz
- 5 readings
- 10 videos

MODULE 2: Becoming an effective project manager (4 hours total module time)

Learners will discover how project managers add value to organizations and to their teams, what the role and responsibilities of a project manager entail, and what core skills a project manager needs to be successful.

Module items

- 1 discussion prompts
- 1 interactive plug-in
- 5 practice quizzes
- 1 graded quiz
- 5 readings
- 10 videos

Week 2

MODULE 3: The project management life cycle and methodologies (3 hours 30-minute total module time)

Learners will discover the phases of the project life cycle, what tasks they involve, and why it is important to complete them. They will also learn about the different project management methodologies and approaches and which is most effective for a given project.

Module items

- 1 discussion prompt
- 2 interactive plug-in
- 2 practice quizzes
- 1 graded quiz
- 5 readings
- 8 videos

MODULE 4: Organizational structure and culture (4 hours total module time)

Learners will explore organizational structure and culture and how they impact project management. Learners will also learn how a project manager contributes to the change management process. Optionally, they can start to develop your strategy and professional network to help them prepare for their job search.

Module items

- 2 discussion prompts
- 1 interactive plug-in
- 3 practice quizzes
- 1 graded quiz
- 8 readings
- 10 videos

[COURSE 2: Project Initiation: Starting Successful Project](#)

In this course, learners will discover how to set a project up for success in the first phase of the project life cycle: the project initiation phase. As they explore the key components of this phase, learners will understand how to determine a project's benefits and costs, create measurable project goals and deliverables, manage project scope, and measure a project's success criteria. They will also discover how to use tools and templates like stakeholder analysis grids and project charters to help them set project expectations and communicate roles and responsibilities.

Week 3

MODULE 1: Fundamentals of project initiation (2 hours 30 minutes total module time)

Learners explore the significance of a project's initiation phase and describe its key components, and understand how to determine a project's benefits and costs.

Module items

- 1 discussion prompt

- 1 interactive plug-in
- 1 practice quiz
- 1 graded quiz
- 3 readings
- 5 videos

MODULE 2: Defining project goals, scope, and success criteria (6 hours 30 minutes total module time)

Learners will explore how to define and create measurable project goals and deliverables; how to define project scope, differentiate among tasks that are in-scope and out-of-scope, and avoid scope creep; and how to define and measure a project's success criteria.

Module items

- 1 discussion prompt
- 1 interactive plug-in
- 5 practice quizzes
- 1 graded quiz
- 10 readings
- 12 videos

Week 4

MODULE 3 Working effectively with stakeholders (5 hours total module time)

Learners examine how to define project roles and responsibilities, complete a stakeholder analysis, and utilize RACI charts to define and communicate project team member responsibilities.

Module items

- 1 discussion prompt
- 1 interactive plug-in
- 4 practice quizzes
- 1 graded quiz
- 7 readings
- 8 videos

MODULE 4 Utilizing resources and tools for project success (4 hours 30 minutes total module time)

Learners explore the typical resources needed to manage a project, recognize the importance of clear and consistent project documentation, understand the key components of project proposals and charters, develop a project charter, and evaluate various project management tools to meet project needs.

Module items

- 1 discussion prompt
- 1 interactive plug-in
- 2 practice quizzes

- 1 peer review activity
- 1 graded quiz
- 5 readings
- 10 videos

COURSE 3: Project Planning: Putting it all together

Learners will explore how to map out a project in the second phase of the project life cycle: the project planning phase. Learners will examine the key components of a project plan, how to make accurate time estimates, and how to set milestones. Next, they will learn how to build and manage a budget and how the procurement processes work. Then, learners will discover tools that can help them identify and manage different types of risk and how to use a risk management plan to communicate and resolve risks. Finally, they will explore how to draft and manage a communication plan and how to organize project documentation.

Week 5

MODULE 1: Beginning the planning phase (5 hours total module time)

Learners understand the benefits of planning and key components of the planning phase, the difference between tasks and milestones, and how to set milestones.

Module items

- 2 discussion prompts
- 4 practice quizzes
- 1 graded quiz
- 5 readings
- 2 interactive plug-ins
- 10 videos

MODULE 2: Building a project plan (4 hours 30 minutes total module time)

Learners will discover 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.

Module items

- 1 discussion prompt
- 3 practice quizzes
- 1 graded quiz
- 6 readings
- 1 interactive plug-in
- 1 peer review activity
- 9 videos

Week 6

MODULE 3 Managing budgeting and procurement (5 total module time)

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

Module items

- 7 practice quizzes
- 1 graded quiz
- 6 readings
- 8 videos

MODULE 4 Managing risks effectively (4 hours total module time)

Learners discover 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.

Module items

- 5 practice quizzes
- 1 graded quiz
- 5 readings
- 1 interactive plug-in
- 2 peer review activity
- 10 videos

Week 7

MODULE 5: Organizing communication and documentation (6 hours total module time)

Learners explore 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.

Module items

- 1 discussion prompt
- 1 interactive plug-in
- 5 practice quizzes
- 1 graded quiz
- 4 readings
- 10 videos

COURSE 4: Project Execution: Running the Project

Learners delve into the execution and closing phases of the project life cycle. They will learn what aspects of a project to track and how to track them. They will also learn how to effectively manage and communicate changes, dependencies, and risks. As learners explore quality management, they will discover how to measure customer satisfaction and implement continuous improvement and process improvement techniques. Next, they will examine how to use data to inform their decision-making and how to effectively present that data. They will strengthen their leadership skills as they study the stages of team development and how to manage team dynamics. Learners will also discover tools that provide effective project team communication, how to organize and facilitate meetings, and how to effectively communicate project status updates. Finally, learners will examine the steps of the project closing process and how to create and share project closing documentation.

Week 7 (cont.)

MODULE 1: Introduction to project execution (5 hours 30 minutes total module time)

Learners understand how to effectively manage changes, dependencies, and risks and how to communicate critical risks to stakeholders.

Module items

- 1 interactive plug-in
- 4 practice quizzes
- 1 graded quiz
- 1 peer review activity
- 6 readings
- 12 videos

Week 8

MODULE 2: Quality management and continuous improvement (3 hours 30 minutes total module time)

Learners discover how to manage quality using various techniques. They will learn how to effectively communicate with customers and different ways to measure customer satisfaction. They will also explore continuous improvement and process improvement techniques and how to conduct a retrospective during the project to improve processes.

Module items

- 1 discussion prompts
- 2 interactive plug-ins
- 4 practice quizzes
- 1 graded quiz
- 3 readings

14 videos

MODULE 3: Data-informed decision-making (4 hours total module time)

Learners explore the value of gathering data, how to prioritize data to meet project needs, and how to use data to inform their decision-making. They will also learn how to explain their project data to stakeholders and team members using effective visuals and presentation techniques.

Module items

- 1 interactive plug-in
- 3 practice quizzes
- 1 graded quiz
- 6 readings
- 10 videos

Week 9

MODULE 4 Leadership and influencing skills (3 hours total module time)

Learners explore the factors that influence team effectiveness, the stages of team development, and how to manage team dynamics. They will discover how to create an ethical and inclusive environment in which high-functioning teams work together to achieve project goals. Learners will also explore how to use different techniques and sources of power to influence others

Module items

- 1 discussion prompt
- 3 practice quizzes
- 1 graded quiz
- 3 readings
- 12 videos

MODULE 5: Effective project communication (3 hours total module time)

Learners explore what tools provide effective project team communication, how to organize and facilitate meetings to ensure project success, and how to effectively communicate project status updates to project stakeholders and team members.

Module items

- 1 discussion prompt
- 2 practice quizzes
- 1 graded quiz
- 3 readings
- 1 interactive plug-in
- 6 videos

MODULE 6: Closing a Project (3 hours total module time)

Learners explore how to determine when a project is finished and why closing a project is important. They will examine the steps of the closing process and how to create and share project closing documentation.

Module items

- 1 discussion prompt
- 2 practice quizzes
- 1 graded quiz
- 4 readings
- 1 interactive plug-in

Course 5: Agile Project Management

In this course, learners explore the history, approach, and philosophy of Agile project management, including the Scrum framework. They will learn how to differentiate and blend Agile and other project management approaches. As learners progress through the course, they will learn more about Scrum, exploring its pillars and values and comparing essential Scrum team roles. Learners will discover how to build, manage, and refine a Product Backlog, implement Agile's value-driven delivery strategies, and define a value roadmap. They will also learn strategies to effectively organize the five important Scrum events for a Scrum team, introduce an Agile or Scrum approach to an organization, and coach an Agile team. Finally, they will learn how to search for and land opportunities in Agile roles.

Week 10

MODULE 1: The fundamentals of Agile (3 hours 30 minutes total module time)

Learners explore the history, approach, and philosophy of Agile project management and Scrum theory. They will also learn why Agile is best suited to industries that are susceptible to change and how to differentiate and blend Agile approaches.

Module items

- 1 discussion prompt
- 3 practice quizzes
- 1 graded quiz
- 5 readings
- 1 interactive plug-in
- 12 videos

MODULE 2: Scrum 101 (2 hours 30 minutes total module time)

Learners are introduced to the pillars of Scrum and how they support Scrum values. They will also compare essential Scrum Team roles and examine what makes them effective.

Module items

- 1 discussion prompt

- 1 practice quiz
- 1 interactive plug-in
- 3 readings
- 1 graded quiz
- 9 videos

Week 11

MODULE 3: Implementing Scrum (8 hours 30 minutes total module time)

Learners explore how to build and manage a Product Backlog and develop user stories and epics. They will also explore how to set up the five important Scrum events and use tools to plan and visualize Sprint workflows and progress.

Module items

- 8 practice quizzes
- 1 graded quiz
- 9 readings
- 2 interactive plug-ins
- 16 videos

Week 12

MODULE 4: Applying Agile in the organization (7 hours total module time)

Learners explore how to implement Agile’s value-driven delivery strategies and how to define a value roadmap. They will learn strategies to effectively introduce an Agile or Scrum approach to an organization and coach an Agile team. They will also investigate how Agile frameworks have evolved and how to land opportunities in Agile roles.

Module items

- 2 discussion prompts
- 7 practice quizzes
- 1 graded quiz
- 1 interactive plug-in
- 10 readings
- 14 videos

[Course 6: Applying Project Management in the Real World](#)

In this course, learners practice applying the project management knowledge and skills they have learned so far. As learners progress through this course, they will “observe” a project manager in a real-world scenario and complete dozens of hands-on activities.

Week 13

MODULE 1: Initiating a project (7 hours 30 minutes total module time)

Learners are introduced to the project and project manager that they will “observe” throughout the course. Through their observations and hands-on practice, learners will learn to analyze project documents and supporting materials to identify project requirements, evaluate stakeholders, and problem-solve. They will complete a project charter and use it as a tool to align project scope and goals among stakeholders. Learners will also add specificity to project goals to make them SMART and apply effective negotiation skills with stakeholders to prioritize project goals.

Module items

- 5 practice quiz
- 7 readings
- 2 peer review activities
- 11 videos

Week 14

MODULE 2: Building out a project plan (8 hours 30 minutes total module time)

Learners examine project documentation, conduct online research, and analyze key conversations to identify tasks and milestones and then document and prioritize them in a project plan. They will also demonstrate effective communication techniques for making accurate time estimates for project tasks.

Module items

- 1 discussion prompt
- 3 interactive plug-ins
- 10 practice quizzes
- 2 readings
- 1 peer review activity
- 12 videos

Week 15

MODULE 3 Maintaining quality total module time Learners discover how to define and describe quality management standards and evaluate against those standards to ensure that the project is achieving the required level of quality. They will distinguish evaluation questions from survey questions and recognize how to effectively share qualitative data. Learners will also discover strategies to facilitate a productive retrospective by encouraging participation, accountability, and positivity.

Module items

- 1 discussion prompt
- 9 practice quizzes
- 1 readings
- 2 peer review activities
- 13 videos

Week 16

MODULE 4: Effective stakeholder communication (7 hours total module time)

Learners discover how to communicate and escalate project problems to stakeholders and to demonstrate their impact through effective reporting strategies. Additionally, learners will prepare for job interviews in the field by reflecting on past projects, developing an “elevator pitch,” and anticipating common questions.

Module items

- 3 discussion prompts
- 1 interactive plug-in
- 5 practice quizzes
- 6 readings
- 3 peer review activities
- 16 videos