

Course Title: Project Management: From Concept to Launch

Target Audience: Beginners (Entry-level professionals, students, entrepreneurs)

Course Goal: To equip learners with the essential skills, tools, and methodologies required to initiate, plan, execute, and close projects successfully.

Module 1: Introduction to Project Management

- **Goal:** Demystify project management and define the role of a Project Manager (PM).
- **Lesson 1.1:** What is a Project? (Projects vs. Operations)
- **Lesson 1.2:** The Project Management Lifecycle (The 5 Phases).
- **Lesson 1.3:** The Role and Responsibilities of a Project Manager.
- **Lesson 1.4:** Key Skills for Success: Leadership, Communication, and Organization.

Module 2: Phase 1 - Project Initiation (Starting Right)

- **Goal:** Teaching learners how to define the "What" and "Why" before doing the work.
- **Lesson 2.1:** Defining Project Goals and Objectives (SMART Criteria).
- **Lesson 2.2:** Identifying Stakeholders and Analyzing their Needs.
 - *Resource:* **Downloadable Stakeholder Register Template**
- **Lesson 2.3:** The Project Charter: What it is and How to Draft One.
 - *Resource:* **Downloadable Project Charter Template.**
- **Lesson 2.4:** Case Study: Initiating a Hypothetical Project (Software, Construction, Event Planning, Oil and Gas...etc).

Module 3: Phase 2 - Project Planning (The Roadmap)

- **Goal:** The core of PM. How to create a realistic plan to guide the team.
- **Lesson 3.1:** Defining Scope: Creating a Work Breakdown Structure (WBS).
- **Lesson 3.2:** Scheduling: Milestones, Dependencies, and Gantt Charts.
 - *Resource:* **Excel Gantt Chart Template**
- **Lesson 3.3:** Budgeting Basics: Estimating Costs and Resources.
 - *Resource:* **Project Budget Tracker Template.**
- **Lesson 3.4:** Risk Management: Identifying and Mitigating Potential Issues.
 - *Resource:* **Risk Register & Analysis Matrix Template.**
- **Lesson 3.5:** Creating a Communication Plan for Your Team.
 - *Resource:* **Communication Plan Template.**

Module 4: Methodologies & Tools (Agile vs. Waterfall)

- **Goal:** Understanding the different ways to manage work and the software used today.

- **Lesson 4.1:** Waterfall Methodology: The Traditional Approach.
- **Lesson 4.2:** Agile and Scrum Basics: Working in Sprints.
- **Lesson 4.3:** Choosing the Right Methodology for Your Project.
- **Lesson 4.4:** Introduction to PM Tools: Jira, Trello, Asana, and Microsoft Project.
- **Lesson 4.5:** Practical Walkthrough: Setting up a Board in Jira and Trello, Creating a Project Plan on Microsoft Project.

Module 5: Phase 3 & 4 - Execution, Monitoring, and Control

- **Goal:** How to manage the daily work and keep the project on track.
- **Lesson 5.1:** Leading the Team: Delegation and Motivation.
- **Lesson 5.2:** Managing Scope Creep: How to Handle Change Requests.
 - *Resource:* **Change Request Form Template.**
- **Lesson 5.3:** Tracking Progress: Status Reports and Key Performance Indicators (KPIs).
 - *Resource:* **Weekly Status Report Template (PPT, Excel & Word).**
- **Lesson 5.4:** Quality Control: Ensuring the Output Meets Standards.

Module 6: Phase 5 - Closing the Project

- **Goal:** ending the project professionally and ensuring client satisfaction.
- **Lesson 6.1:** The Hand-off Process: Deliverables and Documentation.
- **Lesson 6.2:** The "Post-Mortem": Conducting a Lessons Learned Meeting.
 - *Resource:* **Lessons Learned Survey & Report Template.**
- **Lesson 6.3:** Closing Contracts and Celebrating Success.

Module 7: Final Project & Career Guidance

- **Goal:** Applying knowledge to a real scenario and preparing for a career.
- **Lesson 7.1:** Capstone Project: Create a Full Project Plan (Scope, Schedule, Budget).
- **Lesson 7.2:** Reviewing Common Project Management Interview Questions.
- **Lesson 7.3:** Certification Paths: PMP, CAPM, and Google PM Certificates.
- **Lesson 7.4:** Course Wrap-up and Next Steps.

Why this curriculum will pass the evaluation:

1. **Logical Flow:** It moves chronologically through the life of a project. This is the standard way PM is taught globally, showing you understand the subject matter.
2. **Theory + Practice:** Module 4 (Tools) ensures the course isn't just boring theory; it teaches them software they will actually use in a job.
3. **Clarity:** The distinction between Modules (Phases) and Lessons (Specific Tasks) is sharp.

Lesson 1.1: What is a Project?

Duration: Approx. 5–7 minutes

Key Objective: Learners will be able to distinguish between "Project Work" and "Operational Work."

1. Introduction (The Hook)

- **Speaker Script:** "Welcome to your first step in becoming a Project Manager. We use the word 'project' every day—I have a DIY project at home' or 'I'm working on a project at the office.' But in the professional world, a project has a very specific definition. If you can't define what a project is, you can't manage it."

2. The Formal Definition

- **Concept:** According to the PMBOK (Project Management Body of Knowledge), a project is a **temporary endeavor** undertaken to create a **unique** product, service, or result.
- **Key Characteristics to Highlight:**
 1. **Temporary:** It has a definite beginning and a definite end.
 2. **Unique:** It is not a routine task; it produces something that didn't exist before in that exact way.
 3. **Cross-functional:** It often involves people from different departments.

3. Projects vs. Operations (The "Eureka" Moment)

- **Speaker Script:** "This is where most beginners get confused. Is answering customer emails a project? No. That is **Operations**. Operations are ongoing and repetitive. A project is a one-time change."

Feature	Project	Operations

Duration	Temporary (Starts/Ends)	Ongoing (Repetitive)
Goal	To achieve a specific objective	To keep the business running
Example	Building a new website	Fixing daily website bugs
Example	Launching a new soda flavor	Bottling the soda every day

4. The Triple Constraint (The PM's Golden Rule)

- **Concept:** Introduce the "Project Management Triangle." Explain that every project is balanced by three things: **Scope, Time, and Cost.** * **Speaker Script:** "As a PM, your job is to keep these three in balance. If the client wants the project finished faster (Time), it will likely cost more (Cost) or require doing less work (Scope)."

5. Knowledge Check / Activity

- **Interaction:** Present three scenarios and ask the learner to pause the video and decide if it is a Project or Operations:
 1. Designing a new logo for a startup. (*Project*)
 2. Monthly payroll processing. (*Operations*)
 3. Constructing a 5-bedroom house. (*Project*)

Production Tips for this Lesson:

- **Visuals:** Use high-contrast slides. When mentioning "Temporary" and "Unique," bold those words on the screen.
- **Tone:** Encouraging and professional. Use real-world analogies (like planning a wedding or building a bridge) to make the abstract concepts feel "real."