"Operations keeps the lights on, strategy provides a light at the end of the tunnel, but project management is the train engine that moves the organization forward."

--Joy Gumz

Hello, and welcome!

Look at the ancient Egyptian pyramids. Think about the latest installment of your favorite video game or television series. And now, consider this course and the device you are using to take it on. There is a common connection among them all: project management. Each started as an idea, and each needed to be managed to fruition. Whether you recognize it or not, project management is an essential part of our daily lives. In this course, you will explore the fundamentals of project management. And with the skills and knowledge gained, you will be able to help organizations see any project through from concept to reality.

We invite you to take a minute to learn about the course by reviewing the following information. This way, you will be better able to understand the expectations of the course as a whole. Then you can determine how to manage your time and efforts as you navigate through it.

You are in the right place. You belong here. You can do this!
Course Description and Competencies

What to Expect

In this course, you will work through seven modules of material. Each module contains smaller units. These will help prepare you to manage projects from concept to reality with any organization. You will explore project management concepts and methods. And you will also study strategies of executing, monitoring, and controlling project work.

Throughout the course, you will find readings and a variety of interactive elements. These include knowledge checks to help deepen your understanding of the content. Engaging with these activities reinforces new learning. It also complements the knowledge you bring to this area of study.

The objective assessment allows you to demonstrate seven core competencies from the course. You will have two attempts to pass the exam.

• 1 final assessment • 3 competency units

This course covers the following competencies:

1. The graduate explains how project management helps organizations achieve their goals.
2. The graduate describes the project life cycle, including how project constraints will impact a project.
3. The graduate explains the criteria and methods used for project selection.
4. The graduate explains how different types of project-management methods are used.
5. The graduate applies elements of project planning to prepare key documents of a project plan.
6. The graduate constructs a project scheduling network diagram including the identification of the critical path.
7. The graduate explains key activities for executing, monitoring and controlling, and closing projects.
# Course Outline

## Module | Upon completion of this unit, you will be able to:
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**Concepts** | A. Define projects, including their purpose, and describe the role they play in achieving strategic initiatives.  
B. Define project management and the role of a project manager.  
C. Describe the communication methods used by the project management.  
D. Identify globally recognized project management organizations and standards.  
E. Describe the pros and cons of organization structures and the advantages of a project management office (PMO).

**Project Life Cycle** | A. Identify the phases of a project and its activities.  
B. Describe the iterative nature of a project.  
C. Explain the purpose of developing project lessons learned.  
D. Define the project term triple constraint and how it impacts project quality.

**Selecting a Project** | A. Explain the criteria used when constructing a project selection model.  
B. Explain how comparative checklists are used for project selection.  
C. Explain how a scoring model is used for project selection.  
D. Describe how financial concepts are used for project selection.

**Project Management Methods** | A. Contrast common project management methods.  
B. Identify the five steps to managing a project.  
C. Describe project management methods, including traditional, agile, and extreme.

**Project Planning** | A. Describe how to scope a project.  
B. Using common tools, prepare a project’s Work Breakdown Structure.  
C. Define risk management and how to construct a risk register.  
D. Explain how to construct a project budget.  
E. Prepare a calendarized project budget.
### Time Management

A. Use common techniques to estimate activity duration.
B. Describe the components of an activity network.
C. Construct a project network diagram and describe the relationships and dependencies.
D. Describe how a Gantt chart is used in project scheduling.
E. Determine critical paths and schedule compression techniques.

### Managing the Project

A. Describe the characteristics of an effective project team.
B. Describe how managers monitor against project baselines.
C. Describe project change management processes.
D. Describe the principles of quality management.
E. Describe the components that make up earned value management and determine project progress.
F. Describe how to close a project and perform lessons learned reviews.

### Technology Requirements

We want you to have the tools to succeed! Since this course includes at least one proctored test, please be sure to have a working microphone, speakers, and an external webcam. Unfortunately, an internal webcam (built into many laptops) is not acceptable. (Note: The external webcam is required only for exams that have proctors. You do not need one for practice tests and other non-proctored assessments.) For other details about the technology you’ll need, review the Computer System and Technology Requirements. If you have questions about your setup, contact support@academy.wgu.edu.

You will need Adobe Acrobat Reader DC. If you haven’t already, download this free software. You may encounter an interactive form that contains fields that you can select or fill in. Review how to fill in a PDF form.

### Key Contacts

**Your Fellow Learners**

Check out the Project Management Lobby in the course site! In this online community, you can ask questions and explore ideas. You can connect with your fellow learners. When you use this site, you will realize that other learners may have the same questions you have. You can all benefit from learning together!
If you need academic support, don’t hesitate to contact Tutor.com. There, you have access to thousands of tutors. And they are available 24/7 from any internet-ready device. You can also benefit from instructional videos, study tools, and other assistance.

If you encounter technical issues, be sure to contact the Help Desk. Just submit a Support Request for assistance.

Do you have questions about your account? Student Support has answers. They can help with billing, switching courses, and other requests. You can contact them at (888) 320-0540 or support@academy.wgu.edu.

Accommodations

WGU provides compliant and accessible learning experiences. If you require accommodation, please contact us at the start of the course. You can email StudentAffairs@academy.wgu.edu or call (888) 320-0540. We are committed to ensuring that all students with disabilities have equal access to WGU’s services and materials. We strive to use best practices for accessibility. Our goal is to conform to existing U.S. laws. These include the Americans with Disabilities Act and Section 504 and Section 508 of the Rehabilitation Act. Our learning management system (LMS) platform is Open edX. Open edX’s commitment to accessible content is published on their Website Accessibility Policy.