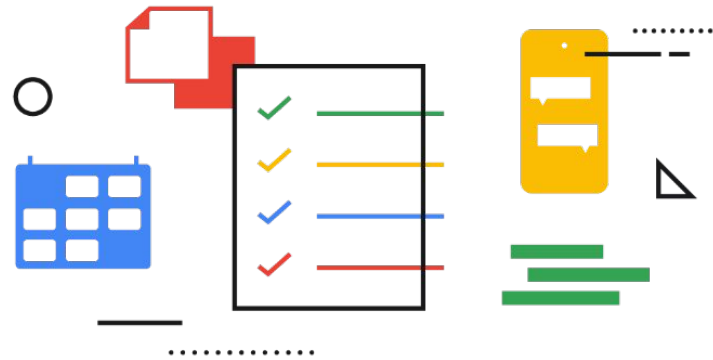# Google Project Management Certificate

Key Competencies & Job Mapping

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Developing talent for in-demand jobs

Nearly two-thirds of all new jobs created since 2010 require either high- or medium-level digital skills,[1] but 1 in 3 American workers have very limited or no digital skills.[2] To help bridge that gap, we've trained more than 8 million Americans on digital skills to date and invested in building tools and trainings to help create pathways to high-quality jobs.

Google Career Certificates provide job seekers with access to more than 1.3 million in-demand jobs[3] through rapid reskilling without the need for a college degree or prior experience in the fields of IT, data analytics, project management, and user experience (UX) design. These certificates are taught and developed by Google employees working in these fields; they are hands-on, practical, and rigorous. The certificates can be completed in under six months part-time.

GOOGLE PROJECT MANAGEMENT CERTIFICATE

The Google Project Management Certificate is designed to prepare learners for entry-level roles in project management.

Industry experts - like the Project Management Institute and Scrum.org - collaborated with us by offering resources, feedback, and beta testing the certificate content.

475K+
in-demand job openings in project management [4]

75%
of Google Career Certificate graduates report an improvement in their career trajectory (e.g. new job or career, promotion or raise) within 6 months of certificate completion [5]

THE GOOGLE PROJECT MANAGEMENT CERTIFICATE PREPARES LEARNERS FOR IN-DEMAND JOBS SUCH AS:

- Project manager
- Project coordinator
- Project assistant
- Operations manager
- Operations associate
- Program manager
- Scrum Master
- Project associate
- Project analyst
- Project administrator
- Technical project manager

[1] Brookings, 2017
[2] National Skills Coalition, 2020
[3] Burning Glass Labor Insights, 2020
[4] Burning Glass Labor Insight, February 1, 2020 - January 31, 2021
[5] Program graduate survey responses, U.S., 2021

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Program overview

Upon completing the **Google Project Management Certificate**, program graduates will:

- Know how to manage and run agile and traditional projects & programs from initiation to completion.

- Possess a toolbox of templates and artifacts to manage an array of scenarios and essential elements (e.g. schedules, budgets, requirements, etc.).

- Understand organizational structure, business processes, effective communication and leadership styles.

Certificate graduates qualify for over 100 hours of project management education that apply directly to requirements for globally-recognized PMI credentials, like the Certified Associate in Project Management (CAPM)® certification, at a discounted price.

Team management

Scheduling

Negotiating

Budget management

Customer service

Presenting

Course 1
Foundations of Project Management

Course 2
Project Initiation: Starting a Successful Project

Course 3
Project Planning: Putting It All Together

Course 4
Project Execution: Running the Project

Course 5
Agile Project Management

Course 6
Capstone: Applying Project Management in the Real World

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CONTENT BREAKDOWN:

	285	Videos
	152	Readings
	245	Quizzes
	89	Hands-on Exercises
	32	Discussion Prompts

Course 1 — Foundations of Project Management

In this course, we cover foundational project management terminology and learners gain a deeper understanding of the role and responsibilities of a project manager. We also introduce the kinds of jobs learners might pursue after completing this program.

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

- Define project management and describe what constitutes a project.
- Explore project management roles and responsibilities across a variety of industries.
- Detail the core skills that help a project manager be successful.
- Describe the life cycle of a project and explain the significance of each phase.
- Compare different program management methodologies and approaches and determine which is most effective for a given project.
- Define organizational structure and culture and explain how it impacts project management.
- Define change management and describe the role of the project manager in the process.

SKILLS ACQUIRED:

- ❏ Organizational culture
- ❏ Career development
- ❏ Strategic thinking
- ❏ Change management
- ❏ Project management

TOPICS:

- ★ Embarking on a career in project management
- ★ Becoming an effective project manager
- ★ The project management life cycle and methodologies
- ★ Organizational structure and culture

CONTENT BREAKDOWN:

🖥	38	Videos
📖	24	Readings
📋	32	Quizzes
🔧	6	Hands-on Exercises
💬	6	Discussion Prompts

Course 2 — Project Initiation: Starting a Successful Project

This course will demonstrate how to set a project up for success in the first phase of the project life cycle: the project initiation phase. In exploring the key components of this phase, we cover how to define and manage project goals, deliverables, scope, and success criteria. We also teach how to use tools and templates like stakeholder analysis grids and project charters to help set project expectations and communicate roles and responsibilities.

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

- Understand the significance of the project initiation phase of the project life cycle.
- Describe the key components of the project initiation phase.
- Determine a project's benefits and costs.
- Define and create measurable project goals and deliverables.
- Define project scope and differentiate among tasks that are in-scope and out-of-scope.
- Understand how to manage scope creep to avoid impacting project goals.
- Define and measure a project's success criteria.
- Complete a stakeholder analysis and explain its significance.
- Utilize RACI charts to define and communicate project team member responsibilities.
- Understand the key components of project charters and develop a project charter for project initiation.
- Evaluate various project management tools to meet project needs.

SKILLS ACQUIRED:

- ❏ Stakeholder management
- ❏ Strategic thinking
- ❏ Business writing
- ❏ Project management
- ❏ Project charter

TOPICS:

- ★ Fundamentals of project initiation
- ★ Defining project goals, scope, and success criteria
- ★ Working effectively with stakeholders
- ★ Utilizing resources and tools for project success

CONTENT BREAKDOWN:

🖥	35	Videos
📖	27	Readings
📋	28	Quizzes
🔧	11	Hands-on Exercises
💬	4	Discussion Prompts

Course 3 — Project Planning: Putting It All Together

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

By the end of this course, learners 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.
- Make accurate time estimates and describe techniques for acquiring them from team members.
- Identify tools and best practices to build a project plan and risk management plan.
- Describe how to estimate, track, and maintain a budget.
- Explain the procurement process and identify key procurement documentation.
- Draft a communication plan and explain how to manage it.
- Explain why milestones are important and how to set them.
- Explain why a project plan is necessary and what components it contains.
- Make accurate time estimates and describe techniques for acquiring them from team members.

SKILLS ACQUIRED:

- ❏ Project planning
- ❏ Strategic thinking
- ❏ Risk management
- ❏ Task estimation
- ❏ Procurement

TOPICS:

- ★ Beginning the planning phase
- ★ Building a project plan
- ★ Managing budgeting and procurement
- ★ Managing risks effectively
- ★ Organizing communication and documentation

CONTENT BREAKDOWN:

🖥	49	Videos
📖	32	Readings
📋	43	Quizzes
🔧	15	Hands-on Exercises
💬	6	Discussion Prompts

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Course 4 — Project Execution: Running the Project

This course delves into the execution and closing phases of the project life cycle. We cover project tracking and how to effectively manage and communicate changes, dependencies, and risks. We explore how to measure customer satisfaction and implement process improvement techniques. Next, we teach data prioritization, how it can inform decision-making, and how to effectively present findings. We also cover team development and explore tools that help facilitate team communication, organize and facilitate meetings, and effectively communicate project updates. Finally, we cover the project closing process and how to create and share closing project documentation.

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

- Identify what to track in a project & compare varying methods.
- Discuss how to effectively manage and communicate changes, dependencies, and risks.
- Explain key quality management concepts of quality standards, quality planning, quality assurance, and quality control.
- Create continuous improvement and process improvement and describe how to measure customer satisfaction.
- Explain the purpose of and conduct a retrospective
- Demonstrate how to prioritize and analyze data and how to communicate a project's data-informed story.
- Identify tools that provide effective team communication and explore best practices for communicating project updates.
- Describe the steps of the closing process for stakeholders, the project team, and project managers.

SKILLS ACQUIRED:

- ❏ Quality management
- ❏ Strategic thinking
- ❏ Project execution
- ❏ Risk management
- ❏ Project management

TOPICS:

- ★ Introduction to project execution
- ★ Quality management and continuous improvement
- ★ Data-informed decision-making
- ★ Leadership and influencing skills
- ★ Effective project communication
- ★ Closing a project

CONTENT BREAKDOWN:

🖥	61	Videos
📖	25	Readings
📋	54	Quizzes
🔧	13	Hands-on Exercises
💬	4	Discussion Prompts

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Course 5 — Agile Project Management

This course explores the history, approach, and philosophy of Agile project management, including the Scrum framework. We cover how to differentiate and blend Agile and other project management approaches. We explore Scrum pillars and values and compare essential Scrum team roles. We address how to build, manage, and refine a product backlog, implement Agile's value-driven delivery strategies, and define a value roadmap. We also teach strategies to effectively organize the five important Scrum events for a Scrum team, how to introduce an Agile or Scrum approach to an organization, and how to coach an Agile team. Finally, we cover how to search for and land opportunities in Agile roles.

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

- Explain the Agile project management approach and philosophy, including values and principles.
- Explain the pillars of Scrum and how they support Scrum values.
- Identify and compare the essential roles in a Scrum team and what makes them effective.
- Build and manage a Product Backlog and perform Backlog Refinement.
- Describe the five important Scrum events and how to set up each event for a Scrum team.
- Implement Agile's value-driven delivery strategies and define a value roadmap.
- Explain how to coach an Agile team and overcome challenges.
- Conduct a job search for an Agile role and learn how to succeed in an interview.

SKILLS ACQUIRED:

- ❏ Coaching
- ❏ Influencing
- ❏ Agile management
- ❏ Problem solving
- ❏ Scrum

TOPICS:

- ★ The fundamentals of Agile
- ★ Scrum 101
- ★ Implementing scrum
- ★ Applying Agile in the organization

CONTENT BREAKDOWN:

🖥	51	Videos
📖	27	Readings
📋	46	Quizzes
🔧	15	Hands-on Exercises
💬	6	Discussion Prompts

Course 6 — Capstone: Applying Project Management in the Real World

In this course, learners "observe" a project manager in a real-world scenario and complete dozens of hands-on activities. They develop a portfolio of project management artifacts that will demonstrate the skills they have learned throughout the entire program, such as their ability to manage stakeholders and teams, organize plans, and communicate project details. These artifacts exhibit their career readiness when applying for jobs in the field. To further prepare for interviewing for project management jobs, learners reflect on past projects, develop an "elevator pitch," and practice common interview questions.

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

- Analyze project documents to identify project requirements and evaluate stakeholders.
- Complete a project charter and use it as a tool to align project scope and goals among stakeholders.
- Identify tasks and milestones and document and prioritize them in a project plan.
- Define quality management standards and explore how to effectively share qualitative data.
- Demonstrate their project's impact through effective reporting.

SKILLS ACQUIRED:

- ❏ Quality management
- ❏ Stakeholder management
- ❏ Problem solving
- ❏ Effective communication
- ❏ Project management

TOPICS:

- ★ Initiating a project
- ★ Building out a project plan
- ★ Maintaining quality
- ★ Effective stakeholder communication

CONTENT BREAKDOWN:

🖥	51	Videos
📖	42	Readings
📋	29	Quizzes
🔧	29	Hands-on Exercises
💬	6	Discussion Prompts