

Project Manager's Skills Mastery Program

Course Study Planner

Introduction

We recommend that, for maximum retention, you study for 20 to 40 minutes at a time. Watch the videos, and actively make notes.

You may choose to get yourself a blank course notebook to make notes in, or you may prefer to make your notes on the worksheets in the course units, and supplement them with loose leaf paper. Whichever way you do it, active note-taking will help you to:

- Understand what you are learning,
- Spot things you need to clarify (in which case, do use the comments box for a Q&A with Mike Clayton, your host)
- Retain the information better

Some modules contain exercises. You will learn best if you set the time aside to do those exercises properly.

Getting the Best from this Program

To get the best from this program, you first need to decide on your preferred work pattern.

The First Question

The first question, is how much time do you want to spend studying in one chunk. There are three different planners, based on your answer to this.

Gentle Pace

This is for people who like small chunks and is based on work sessions of 15 – 25 minutes, including reviewing your notes.

Steady Pace

This is for most people, who learn best with work sessions of 20 – 30 minutes, including reviewing your notes.

Assertive Pace

Some people can work for longer periods without losing momentum, or getting too fatigued. For most of us, retention will drop, but if you are able to concentrate for longer periods, this plan is based on work sessions of 30 - 45 minutes, including reviewing your notes.

The Second Question

The second question, is how many work sessions do you want to have in a week? Alternatively, how quickly do you want to finish? The table below gives the number of modules per week, depending on what pace you choose, and how quickly you want to work through the program.

I know that you won't always be able to keep to the same timetable, so the week-by-week splits are only for guidance.

	2 Weeks	3 Weeks	4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks
Gentle Pace	-	7-8	5-6	4-5	3-4	3-4	2-3
Steady Pace	7	5	3-4	3	2-3	2	-
Assertive Pace	5	3-4	2-3	2	-	-	-

Gentle Pace Planner

	3 Week Prg	4 Week Prg	5 Week Prg	6 Week Prg	7 Week Prg	8 Week Prg
Introduction to Project Management						
Introduction to Section 1: Introduction to Project Management						
What is Project Management?	Week 1					
Attitudes to Project Management						
A Brief Exercise						
The Project Lifecycle						
How Many Project Stages?						
Why Split Your Project into Stages?						
Project Definition Stage						
Introduction to Section 2: Project Definition Stage						
Deliverables, Products, and Outcomes						Week 2
Goals and Objectives						
The Triple Constraint						
Introduction to Scope						
Scope and Scope Creep						
Other Things to Include in your Project Definition				Week 2	Week 2	
Business Case						
Tools and Templates to Use in the Definition Stage						
Stakeholder Engagement						
Introduction to Section 3: Stakeholder Engagement						
Stakeholder Engagement Process		Week 2	Week 2			Week 3
Identifying your Stakeholders						
Stakeholder Analysis						
Stakeholder Triage						
Stakeholder Engagement Plan						
Tools and Templates to Use for Stakeholder Engagement						
Project Planning Stage						
Introduction to Section 4: Project Planning Stage						
The Book of the Plan	Week 2			Week 3	Week 3	Week 4
The Main Components of your Plan						
Quality in Projects						
Project Organizational Structure						
Roles and Responsibilities						
What are Milestones?						
Creating your Project Timeline			Week 3			
Milestones as Progress Markers						
Milestone Charts						
Work Breakdown Structure						
Creating your WBS		Week 3			Week 4	Week 5
Budgeting with a Cost Breakdown Structure						
Planning your Resources with an Organizational Breakdown Structure						
Basic Network Chart						
Dependencies: Predecessors and Successors						
Introduction to Gantt Charts				Week 4		
Reading a Gantt Chart (Exercise)						
Creating a Gantt Chart (Exercise)						
Software Tools for Project Planning						
RACI Chart						
Linear Responsibility Chart			Week 4		Week 5	Week 6
Linear Responsibility Chart Exercise						
The Triple Constraint won't solve your problems...'						
Work Package Definitions						
Communications Plan						
Tools and Templates to Use in the Planning Stage	Week 3			Week 5		
Risk Management						
Introduction to Section 5: Risk Management						
The Definition of Risk		Week 4			Week 6	Week 7
The Risk Management Process						
Risk Identification						
Characterizing Risk						
Risk Analysis						
The Six Strategies for Handling Risk						
The Risk Register						
Tools and Templates to Use for Risk Management						
Project Delivery Stage						
Introduction to Section 6: Project Delivery Stage						
The Four Essentials of Team Leadership			Week 5	Week 6		
The Monitor and Control Cycle						
Project Reporting						
Exception Reports					Week 7	Week 8
The Change Control Process						
Tools and Templates to Use in the Project Delivery Stage						
Project Closure Stage						
Introduction to Section 7: Project Closure Stage						
Closing your Project Down						
Reviewing Lessons Learned						
Outcomes Review						
Tools and Templates to Use in the Project Closure Stage						
Before You Leave						
Lessons Learned Review: Your Continuing Professional Development						
What did You Think of This Course?						
Your 'Easy Upgrade' Offer						
Specialist Courses						
Glossary eBook: Decode the Jargon of Project Management						
Your Bonus Articles						
Celebration						

Steady Pace Planner

	2 Week Prg	3 Week Prg	4 Week Prg	5 Week Prg	6 Week Prg	7 Week Prg
Introduction to Project Management Introduction to Section 1: Introduction to Project Management What is Project Management? Attitudes to Project Management A Brief Exercise The Project Lifecycle	Week 1					
How Many Project Stages? Why Split Your Project into Stages? Project Definition Stage Introduction to Section 2: Project Definition Stage Deliverables, Products, and Outcomes Goals and Objectives The Triple Constraint						
Introduction to Scope Scope and Scope Creep Other Things to Include in your Project Definition Business Case Tools and Templates to Use in the Definition Stage						Week 2
Stakeholder Engagement Introduction to Section 3: Stakeholder Engagement Stakeholder Engagement Process Identifying your Stakeholders Stakeholder Analysis Stakeholder Triage Stakeholder Engagement Plan Tools and Templates to Use for Stakeholder Engagement			Week 2	Week 2	Week 2	
Project Planning Stage Introduction to Section 4: Project Planning Stage The Book of the Plan The Main Components of your Plan Quality in Projects Project Organizational Structure Roles and Responsibilities						Week 3
What are Milestones? Creating your Project Timeline Milestones as Progress Markers Milestone Charts Work Breakdown Structure Creating your WBS		Week 2			Week 3	
Budgeting with a Cost Breakdown Structure Planning your Resources with an Organizational Breakdown Structure Basic Network Chart Dependencies: Predecessors and Successors				Week 3		Week 4
Introduction to Gantt Charts Reading a Gantt Chart (Exercise) Creating a Gantt Chart (Exercise)	Week 2		Week 3		Week 4	
Software Tools for Project Planning RACI Chart Linear Responsibility Chart Linear Responsibility Chart Exercise						Week 5
'The Triple Constraint won't solve your problems...' Work Package Definitions Communications Plan Tools and Templates to Use in the Planning Stage				Week 4		
Risk Management Introduction to Section 5: Risk Management The Definition of Risk The Risk Management Process Risk Identification Characterizing Risk		Week 3			Week 5	Week 6
Risk Analysis The Six Strategies for Handling Risk The Risk Register Tools and Templates to Use for Risk Management			Week 4			
Project Delivery Stage Introduction to Section 6: Project Delivery Stage The Four Essentials of Team Leadership The Monitor and Control Cycle Project Reporting Exception Reports				Week 5	Week 6	Week 7
The Change Control Process Tools and Templates to Use in the Project Delivery Stage						
Project Closure Stage Introduction to Section 7: Project Closure Stage Closing your Project Down Reviewing Lessons Learned Outcomes Review Tools and Templates to Use in the Project Closure Stage						
Before You Leave Lessons Learned Review: Your Continuing Professional Development What did You Think of This Course? Your 'Easy Upgrade' Offer Specialist Courses Glossary eBook: Decode the Jargon of Project Management Your Bonus Articles Celebration						

Assertive Pace Planner

	2 Week Prg	3 Week Prg	4 Week Prg	5 Week Prg
Introduction to Project Management Introduction to Section 1: Introduction to Project Management What is Project Management? Attitudes to Project Management A Brief Exercise The Project Lifecycle How Many Project Stages? Why Split Your Project into Stages?	Week 1	Week 1	Week 1	Week 1
Project Definition Stage Introduction to Section 2: Project Definition Stage Deliverables, Products, and Outcomes Goals and Objectives The Triple Constraint Introduction to Scope Scope and Scope Creep Other Things to Include in your Project Definition Business Case Tools and Templates to Use in the Definition Stage				
Stakeholder Engagement Introduction to Section 3: Stakeholder Engagement Stakeholder Engagement Process Identifying your Stakeholders Stakeholder Analysis Stakeholder Triage Stakeholder Engagement Plan Tools and Templates to Use for Stakeholder Engagement				Week 2
Project Planning Stage Introduction to Section 4: Project Planning Stage The Book of the Plan The Main Components of your Plan Quality in Projects Project Organizational Structure Roles and Responsibilities What are Milestones? Creating your Project Timeline Milestones as Progress Markers Milestone Charts		Week 2	Week 2	
Work Breakdown Structure Creating your WBS Budgeting with a Cost Breakdown Structure Planning your Resources with an Organizational Breakdown Structure Basic Network Chart Dependencies: Predecessors and Successors				Week 3
Introduction to Gantt Charts Reading a Gantt Chart (Exercise) Creating a Gantt Chart (Exercise) Software Tools for Project Planning RACI Chart Linear Responsibility Chart Linear Responsibility Chart Exercise The Triple Constraint won't solve your problems...' Work Package Definitions Communications Plan Tools and Templates to Use in the Planning Stage	Week 2		Week 3	Week 4
Risk Management Introduction to Section 5: Risk Management The Definition of Risk The Risk Management Process Risk Identification Characterizing Risk Risk Analysis The Six Strategies for Handling Risk The Risk Register Tools and Templates to Use for Risk Management		Week 3		
Project Delivery Stage Introduction to Section 6: Project Delivery Stage The Four Essentials of Team Leadership The Monitor and Control Cycle Project Reporting Exception Reports The Change Control Process Tools and Templates to Use in the Project Delivery Stage			Week 4	Week 5
Project Closure Stage Introduction to Section 7: Project Closure Stage Closing your Project Down Reviewing Lessons Learned Outcomes Review Tools and Templates to Use in the Project Closure Stage				
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