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Project Management for Teams

Workshop Overview

The Challenge

The project team is the engine that makes the project move. Every team gathers requirements, designs and builds the product and executes delivery to the customer. But truly effective teams do much more. They fine tune estimates to ensure that project budget and schedule are realistic. They help the customer to define quality and then build that quality into the product. They are intent on delivering accurate status reports. They understand the need to control scope, ensuring that all proposed changes get adequate review. They are the face of the project to the customer and carry the load of ensuring customer satisfaction. It is essential that all members of the project team understand the basic project management procedures at work in their project so that they can fully support them.

The Solution

This course helps project team members focus on the specific steps they can take to make their projects successful. Through a one day series of lectures and short exercises *Project Management for Teams* gives participants a much better understanding of why projects are structured and managed the way they are, and what they can do to have the greatest positive impact. Learning Objectives include:

- What a project plan is and why it is important
- How to provide meaningful estimates
- Why it is important to manage customer expectations
- How quality creates customer value
- The importance of scope control and how to do it
- Techniques for management of requirements
- How to make communication within the project more effective
- The importance of accurate status reports
- How Lessons Learned can help the project team

Who should attend

This PM course is especially useful for project team members, managers and supervisors of business staff involved in projects and anyone involved in choosing, managing and mentoring project team members.

Prerequisites

This course assumes only a minimum of experience in project work.

Course Information

- **Duration:** 1 day
- **Typical class size:** 6 to 30 attendees
- **Participants receive:**
  - PMP®-certified instruction
  - Comprehensive Participant Guide

- o   Certificate of Participation
- o   7 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 2045

Course Outline

Section 1: Introduction

- What is the source of project failure?
- What is the source of project success?
- Course blueprint

Section 2: Defining Project and Project Management

- What is a project?
- What is project management?
- Other PM terminology
- IPECC
- PM methodology
- Stakeholders
- Impact of change

Section 3: The Project Initiation Phase

- The Project Charter
- Stakeholder analysis
- Triple Constraint
- Effective estimation

Section 4: Managing Scope

- Product versus Project Scope
- Work Breakdown Structure
- Requirements process, types & tools

Section 5: Schedule and Budget

- Schedule
- Budget
- Project Performance Baselines

Section 6: Quality

- Quality Control (QC)
- Quality Tools
- Requirements Traceability Matrix
- Quality Assurance (QA)
- Seven Steps to Project Quality

Section 7: Managing Project Risk

- Risk definition
- Work of risk management

- Sources of risk
- Risk Register
- Evaluating Risk
- Risk Response Planning
- Controlling Risk

Section 8: Communication

- Communication Planning
- Communication Tools
- Good Meeting Practice
- Document Control

Section 9: Project Execution

- Work of project execution
- Status reports
- Change control
- Business Value
- Project Transition

Section 10: Project Close

- Contract closure
- Administrative closure
- Lessons learned

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, group discussions and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future organizational change engagements.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Participant Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Why should I take this course?

- This course explains the larger role of the project team and shows you how to take action that will help any project be more successful.
- You will take home a whole new set of tools and techniques that will make you more effective in your work.
- Take this course and learn what you can do to ensure that you stand out as a key contributor in every project you work on.
- This Project Management course demonstrates how to avoid many of the problems that project teams most often encounter.
- Project Management Training provides a variety of tools and techniques that you can use in almost any work that you do.

Cost; Availability; Course Customization

Every course and workshop in our Project Training program is fully customizable. We can deliver the training program you need onsite or virtually, and at an attractive discount. Call us toll free in the US at 1.800.877.8129, or +1.919.495.7371 International.

Licensing

This course is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and participant guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, see:

http://www.cvr-it.com/CoursewareExpress/

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