

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 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

Project Management for Teams

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

Course Outline

- Project Management – Basic Concepts
 - Project
 - Project Lifecycle
 - The Project Plan
 - Plan – Do – Check - Act
 - Phase Gates
 - Roles
- WBS and Scope
- Requirements Management
- The Project Schedule
 - Estimation
 - Milestones
 - Staying on target
- Change control
- The project plan
 - Quality
 - Risk
- Effective meetings
- Status reports
- 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 Student 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.

Cost and Availability

Project Management for Teams

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>

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 student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at

info@cvr-it.com