Sys·tem·a·tion®

Project Management for Team Members

Project team members contribute to the success of a project by applying their knowledge, skill, and experience to completing project activities. In order for the team members to maximize their contribution, they must have a basic understanding of the project management process and various tools and techniques. This two-day workshop provides participants with a thorough working knowledge of project management, so they can better understand their roles and responsibilities. The workshop enhances the ability of team members to assist the project manager in the planning and executing of projects. The information provided can be immediately applied to any group project in any industry or organization.

DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: team members wanting to understand basic project management skills and concepts
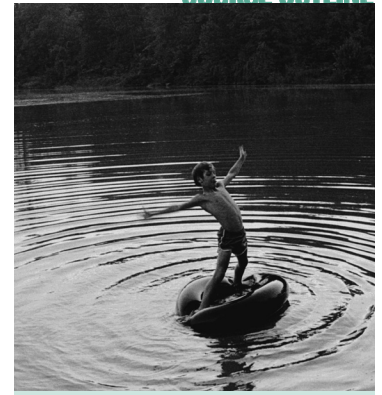
PREREQUISITES: none.

PDUs: 16 credits

FEATURES

- Our facilitators bring real-world experience to every workshop.

- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.

- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.

- Our workshop is consistent with the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK*® *Guide)*.

PMBOK is a registered mark of the Project Management Institute, Inc.

DISCOVER HOW TO

- Understand the fundamentals of the project management process.

- Gain a perspective for the active and essential role of the TEAM member.

- Save time and money by planning

- Designate the scope of a project and avoid scope creep.

- Build a Work Breakdown Structure (WBS) and a Network Diagram.

- Explore different behavior styles, learn how they impact the success of the project, and how to use different behaviors to improve team interaction.

COMPETENCIES

Initiation
Cost Budgeting
Scope Planning
Quality Planning
Quality Control
Schedule Control
Scope Definition
Quality Assurance
Cost Control
Activity Definition
Cost Estimating
Team Development
Activity Sequencing
Resource Planning
Change Control
Risk Identification
Risk Analysis
Schedule Development
Performance Reporting
Project Plan Execution
Scope Change Control
Risk Response Planning
Administrative Closure
Information Distribution
Risk Monitoring and Control
Communications Planning
Risk Management Planning
Project Plan Development
Activity Duration Estimating

PM KNOWLEDGE AREAS

Integration Management
Scope Management
Time Management
Cost Management
Quality Management
Human Resource Management
Communications Management
Risk Management

OUTLINE SUMMARY

An Overview of Project Management

- The characteristics of a project
- Project management process
- Project success and failure
- Critical success factors and components
- The effective project team member — skills and characteristics
- Roles and responsibilities
- The time, cost, and scope target

The People Side of Project Management

- Understanding people
- The use of style models
- Flexing your style
- Understanding differences
- Communication

Planning the Project

- Why do you plan?
- The components of the plan
- Introduction to the case study
- The control plans
- The functions of a good project plan
- Scope definition

Work Breakdown Structure

- Defining the work to be done
- Creating the WBS — demonstration of technique
- WBS work packages and activity lists
- Methods of subdivision
- Uses of the WBS

Estimating

- Estimating accuracy
- Estimating concepts and methods
- Activity based estimating
- Cost estimating and budgeting

Scheduling

- Scheduling concepts and methods
- Network diagrams
- Critical path
- Precedence logic
- Estimating duration
- Gantt charts
- Risk management
- Evaluating risk
- Best practices for evaluating risk
- Risk consequences and contingencies

Monitoring and Controlling

- Prerequisites to effective control
- Key indicators
- Change control
- Performance reporting
- Issue tracking
- Effective project meetings — facilitating, creating agendas and minutes
- How to take corrective action
- Role play — examine a problem and develop a possible solution

Project Completion

- Closing the project successfully
- Key activities
- Did you succeed and how do you know?

Summary and Conclusion

- Review of the primary components of this workshop
- Key issues
- The project management tools
- Some final thoughts

Sys·tem·a·tion®

Get to the Heart of the Matter.®