



Project Management for Team Members

Course Overview

In today's project environment, project managers are challenged to meet the demands of both the customer and their own organization in delivering projects on time, within budget and within scope. This responsibility can't rest with the project manager alone. In order to achieve these objectives, all members of the project team must become aware of and use sound project management practices. This two-day course provides project team members with the basic knowledge and skills that will enable them to support the planning, implementation, and monitoring requirements of the project manager. It is intended to give team members an appreciation of the types and quantity of data that project managers require in order to keep a project within the confines of the triple constraints.

Key Outcomes

Upon completion of this course, participants will be able to:

- » Demonstrate an understanding of everyday project management terminology.
- » Contribute to planning for an effective project kick-off meeting.
- » Develop a reliable assessment of the customer's requirements.
- » Develop cost estimates to support the projects cost budget.
- » Develop a more accurate schedule for their project activities
- » Contribute the development of a project risk management plan.
- » Participate in the development of accurate scope, cost, and schedule baselines.
- » Implement effective scope, cost, and schedule tracking and monitoring processes.
- » Contribute to the effective closeout of their project.

Course Outline

The Project Management Environment

- » Define a project
- » Describe the difference between a project and a program and a project and an operation
- » Define the project management process groups
- » Identify outputs of a team kickoff meeting
- » Describe the contents of the project workbook

At-a-Glance:

Course Length:

2 days

Course Number & Level:

102.PTM2 – Introductory

Professional Development Units

(PDUs): 14

Continuing Education Units (CEUs):

1.4

PMBOK® Guide Knowledge Areas

Covered:

- » Project Scope Management
- » Project Cost Management
- » Project Time Management
- » Project Risk Management
- » Project Communications Management

- » Develop a team charter

Organizing the Project

- » Define project scope
- » Identify the elements of the triple constraint
- » Develop a preliminary project scope statement
- » Explain the elements of an effective scope management process
- » Identify the characteristics of the work package
- » Develop an effective WBS

Estimates for Project Activities

- » Identify the difference between cost estimating and cost budgeting
- » Define the different types of estimates
- » Differentiate among effort, duration, and calendar times for a project
- » Use estimating techniques to calculate estimates for duration and cost

Developing the Project Schedule

- » Define a project schedule and its value
- » Demonstrate an understanding of schedule terminology
- » Identify the types and uses of schedule views
- » Construct a precedence diagram method (PDM) network diagram
- » Identify the critical path

Understanding Project Risk

- » List the three components of risks
- » Identify the six steps of the risk management process
- » Describe approaches to risk monitoring and control

Effective Project Communication

- » Distinguish between conversation and communication – and types
- » Identify conversation barriers and causes
- » Understand the impact of various types of communication on the project team and customers
- » Describe techniques to identify and clarify assumptions
- » Develop an individual action plan to improve conversations

Closing the Project

- » Identify closeout activities

- » Describe the benefits of a closeout process