Project Management for Team Members

Description: **Project Management for Team Members** addresses how to successfully plan and implement smaller, self-managed projects and components of larger projects. The course demonstrates how participants can discern those assignments that make a business difference. The challenge begins once the assignment is made:

- Why are we doing this project?
- What results are expected and by whom?
- What needs to be done and who needs to be involved?
- What defines the finished product?
- When does the project need to be completed and why?

The course focuses on providing participants the necessary skills and techniques to answer these questions as well as making and keeping realistic commitments. Participants learn to set the context of their projects in relation to the needs of their organization or the larger project they contribute to. In addition, they will develop skills needed to manage expectations and follow through to successful completion. As a result, it assists individuals in their present assignments and prepares them to manage increasingly larger and more critical projects.

Duration: 2 days

Learning Objectives:

- Understand and establish the context for the project
- Define project objectives
- Identify project scope and constraints
- Negotiate and communicate project trade-offs
- Develop an action plan for the project
- Set priorities between activities
- Develop techniques to prevent tasks from being overlooked
- Identify project risks and develop contingency actions
- Manage factors in the environment that may derail progress
- Assess and effectively communicate project status
- Close the assignment after successful completion

This is conducted using the participant's actual work assignments. Each participant leaves the course with a plan of action for his or her project and a working knowledge of what is required to complete the project.

Suggested Audience: This course is designed for individuals throughout the organization who are responsible for planning and managing their individual projects and work assignments, as well as individual contributors working on larger projects.

Prerequisites: There are no prerequisites for this course. It is helpful if participants come prepared to work on one of their own projects, but this is also not a requirement.

PMBOK® Guide Areas Covered: Participants are eligible for 14 PDUs.

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

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Topics Covered:

COURSE OBJECTIVES

What is a Project?
Programs, Projects, and Sub-projects

CALIFORNIA PROJECT MANAGEMENT METHODOLOGY OVERVIEW

PROJECT MANAGEMENT BASICS

1. **Define the Work**
   Identify the Project Players
   Review the Project Request
   Create the Project Objective Statement
   Determine Scope
   Create the Project Data Sheet
   Define the Project Practices

2. **Plan the Work**
   Determine What Needs to be Done
   Estimate How Long it will Take
   Schedule the Work
   What Other Resources Are Needed?
   Can You Get There From Here?
   Determine What Can Go Wrong

3. **Do the Work**
   Covey's Quadrants
   Assess the Work
   What Needs to Be Done?
   Inform the Stakeholders

4. **Wrap Up the Work**
   What it Takes to be Successful

CONCLUSION