

Projects For Team Members

You may find yourself on a project, wondering what is going on and how you can contribute effectively. Projects are hectic, and you may find it overwhelming, particularly when you don't understand the project processes. Your project manager requires your support to be successful. This course provides you with a solid understanding of the important role you play in supporting the project manager in delivering results.

Course Benefits

By taking this workshop you will be able to:

- understand the basic principles of managing projects
- participate in identifying, tracking and resolving risks and issues
- work with other team members in developing workable project plans using work breakdown structures, schedules and other proven tools and techniques
- provide practical input into risk management activities
- understand common issues faced when preparing and presenting estimates
- communicate effectively in a project environment

Relevant Standards

The course is aligned with the following standards:

- A Guide to the Project Management Body of Knowledge. USA: Project Management Institute (Fifth Edition). (2013).
- Practice Standard for Earned Value Management. Pennsylvania, USA: Project Management Institute (Second Edition). (2011).
- Practice Standard for Project Estimating. USA: Project Management Institute. (2011).
- Practice Standard for Project Risk Management. Pennsylvania, USA: Project Management Institute. (2009).

Who Would Benefit from Attending?

You work in a project environment but are not responsible for the project.

Course Outline

PM Overview

- Causes of success and failure
- PM processes

Project Initiation

- Initiating projects
- Project charter

Project Planning

- Planning process overview
- Project plan elements
- Objective setting
- Importance of requirements gathering
- Develop and use the work breakdown structures
- Project organisation, roles and responsibilities
- Estimating - problems and approaches
- Scheduling techniques
- Resource planning
- Risk management - planning through response development

Project Execution

- Conflict management
- Communication

Project Controlling

- Purpose of control
- Change management
- Risk monitoring and control

Project Closing

- Close out activities
- Lessons Learned

Duration

2 days

- Practice Standard for Work Breakdown Structures. Pennsylvania, USA: Project Management Institute (Second Edition). (2006).
- The Practice Standard for Scheduling. USA: Project Management Institute. (2007).