



## Projects for Team Members

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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.

### Benefits

By taking this course 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

### Who Will Benefit?

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

### Syllabus Overview

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#### 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

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### **Project Controlling**

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

### **Project Closing**

- Close out activities
  - Lessons Learned
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## **Relevant Standards**

The course is aligned with the following standard:

- A Guide to the Project Management Body of Knowledge. Pennsylvania, USA: Project Management Institute (Fourth Edition). (2008).

## **Duration**

2 Days