



Projects for Team Members

Project managers have the responsibility for delivering projects in accordance with agreed objectives and for satisfying stakeholder expectations in the process. Their success requires the support of their team. This course provides team members with a solid understanding of the important role they play and how they can support the project manager in delivering results.

Projects for Team Members takes students through all five project management processes. Through lecture, workshop and discussion students learn the fundamentals of working within a project environment. It amalgamates and condenses the materials from the following courses: Successful Project Management, Risk Management, and Schedule and Cost Managements.

Course 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

Target Audience

Anyone who participates as a team member on a project.

Syllabus Overview

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
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Prerequisites

None

Duration

2 Days