



Project Team Member Fundamentals

Being a high-performing team member is vital to project completion and to project success. But in order to perform well within a project it's only fair you understand the process and your responsibilities within it. Every team member fulfills a different role, based on their strengths to complete business-critical projects. During this two-day workshop, learn how to support and participate in the project management process, develop and refine your project skills, and become an effective team participant to ensure your projects come to a successful completion.

Objectives

- Understand basic project management terms and concepts.
- Know the five project management process groups; Initiating, Planning, Executing, Monitoring & Controlling, and Closing.
- Understand why the project is necessary for your organization and become familiar with a project charter.
- Grasp the importance of your project's scope.
- Practice decomposing the project work by creating a Work Breakdown Structure.
- Discover how to sequence project work using sequencing tools.
- Learn how to estimate activity effort, duration, and costs for project work.
- Review and execute against project schedules and timelines, and appreciate critical path.
- Distinguish approaches for identifying and managing project risks.
- Report progress, status, and issue information to your project manager.
- Become aware of the significance of taking corrective action to get the project back on track.
- Comply with change control process.
- Understand your role in completing the project work and how to help the project manager effectively close out phases and projects.

Course outline provided upon request.

Workshop Materials & Structure

This is a hands-on interactive workshop with a 60/40 balance between activities and lecture. The workshop is facilitator-led and supported by dynamic PowerPoint presentations, hands-on case study exercises, and large and small group discussions. Emphasis is placed on learning skills that can be transferred rapidly to the workplace with a healthy dose of fun thrown in to keep participants enthused and engaged.

All participants will receive:

- Course materials in a 3-ring binder
- Case study solutions and handouts
- Ballpoint pen
- Certificate of Completion
- 14 PDUs (category 4)

Highlighters and pencils will be provided for the participants to use throughout the workshop. Participants simply need to bring an open mind and a willingness to participate.

