

Managing Virtual Project Teams

Hands-on experience in applying a practical project management methodology to a real world project



Seminar Focus

- Manage a real-world project using practical software tools and PMI best practice
- Build a business case using a Project Business Plan
- Use Risk Management tools to identify and mitigate business as well as project risks
- Develop project plans with baselines for scope, schedule, resources and cost using Microsoft Project®
- Build a highly motivated, creative, and effective results-oriented project team
- Develop your negotiation skills and learn how to manage scope change requests

Overview

A highly interactive seminar designed to give hands-on experience on best practices, enabling you to select the right project first and then successfully launch, manage, and complete it.

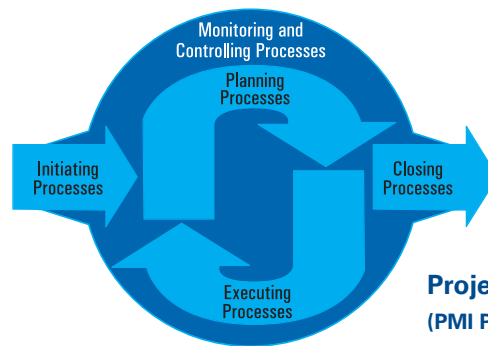
In this seminar, you will compress and manage a six-month project in three days. Simulating real-world situations faced by Project Managers you will learn how to apply different tools and techniques to manage projects effectively.

The simulations represent key phases of the project life cycle and demonstrate how to effectively use the recommended PMI processes of: Initiating, Planning, Executing, Monitoring & Controlling and Closing.

Working in small project team consisting of four or five members, you will be tasked to build a Business Case for the project case study using strategic and economic forecasting methods. You will then apply risk assessment tools on a go/no-go decision and present your findings to the bid management team.

In the next session, you will develop an integrated project plan using estimation tools and produce a budget and schedule using Microsoft Project®. The simulations will also include project kick-off meetings, team building and negotiation exercises, with an implementation session on how to handle scope changes.

You will also learn how to effectively track and monitor the project cost / schedule and present a project status report using Microsoft Project®. Finally, you will simulate project closure activities and capture lessons learned.



Project Management Process Groups
(PMI PMBOK®)

Benefits of Attendance

Learn how to apply the most effective tools and techniques practiced by Project Managers internationally, in your own real-world projects

Working in small project teams you will learn how to plan and control projects using effective software tools and the good practice processes embodied in the PMI PMBOK®

You will learn how to use the key Project Management processes on a case study project that builds throughout the whole project lifecycle. Teams work independently preparing deliverables for each exercise, then make "mock" presentations, as if they are addressing their upper management or customer.

Participants learn to work and make decisions as a group and the consequences of their decision are immediately visible. Also the participants discover how decisions influence the whole of the project parameters, including the relations with the rest of the organization. Human factors such as negotiation skills, building team spirit and effective communication are particularly well integrated.

- Create a shared vision starting from the project kick-off meeting
- Learn how to negotiate effectively
- Build a comprehensive WBS to describe and estimate the scope of work
- Use risk management tools to identify and mitigate business as well as project risks
- Develop Network diagrams and Gantt charts to present the project schedule
- Create and maintain a Project Management Plan
- Make team decisions, and learn how to do so effectively when under stress
- Learn how to get customer/project sponsor buy-in on project baselines
- Negotiate and manage scope change requests
- Track project progress and evaluate status using Microsoft Project®
- Close out a project effectively and document lessons-learned

All delegates will receive a course workbook containing the full course presentation, with supplementary exercises, solutions and case study descriptions. You will also receive a CD containing key project management tools / templates and solutions to the exercises.



Who Should Attend

This seminar is designed for all project participants and will be especially beneficial for experienced Project Managers and Program Managers looking for new tools and techniques or simply ways to improve their current approach.

The team based working environment will be a valuable experience for Team Leaders and new Project Managers looking to gain the experience of managing a project, especially the opportunity to manage the whole project lifecycle from start to finish.

Course Topics

DAY ONE

Session 1 ~ Introduction

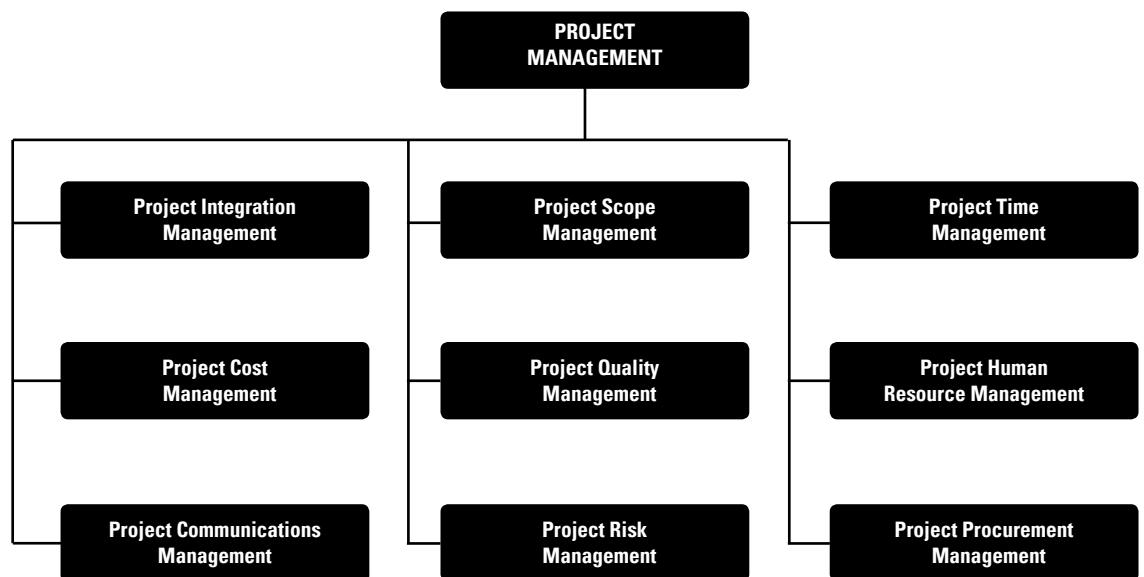
- Description of course format
- Simulation Introduction

Session 2 ~ Project Initiation

- Assess the project opportunity
- Building the business case
- Applying quantitative techniques
- Preparing a Business Plan
- Making the go/no-go decision
- Preparing the Project Charter and Management Plan

Session 3 ~ Project Planning

- How to build an effective WBS
- Constructing a Network Diagram
- Preparing a Gantt Chart with Microsoft Project®
- Developing cost estimates
- Prepare a Risk Management Plan
- Developing project baselines for: Scope, Schedule & Cost



Project Management Knowledge Areas (PMI PMBOK®)

Course Topics

DAY TWO

Session 4 ~ Project Execution – Kickoff Meeting & Team Building

- Prepare kickoff meeting agenda
- Discuss project objectives
- Conduct a mock kickoff meeting
- Effective team building techniques

Session 5 ~ Project Execution – Progress Reporting

- Assessing project status
- Applying earned value management techniques
- Determining schedule and cost variances
- Forecasting future needs
- Preparing progress reports with Microsoft Project®

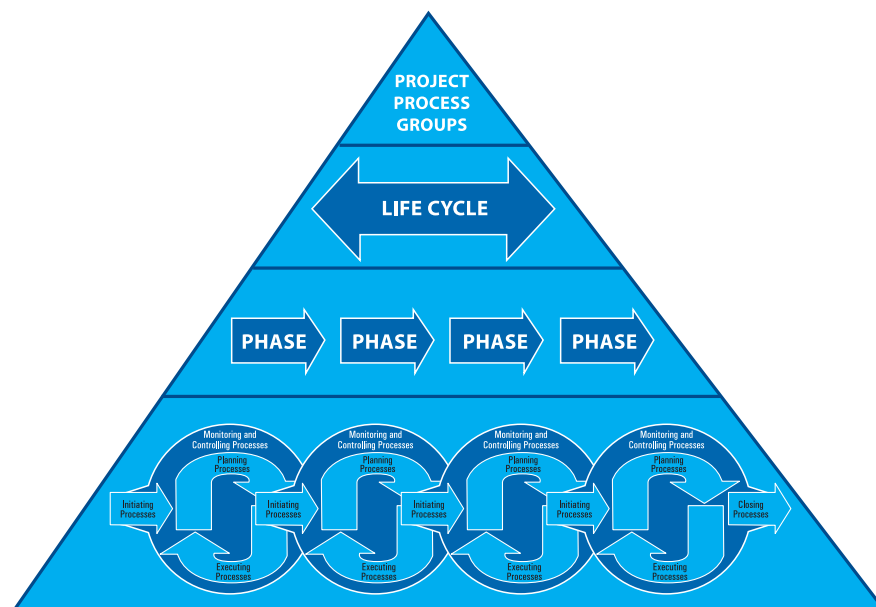
DAY THREE

Session 6 ~ Project Execution – Change Management

- Analyzing change requests
- Negotiating changes with customers
- Reviewing baselines in Microsoft Project®

Session 7 ~ Project Close-out

- Documenting lessons learned
- Closing the Project Management Plan
- Project Close-out checklist
- Celebrate success
- Develop a personal action plan to apply your learning back at work



Project Management Process Groups Triangle (PMI PMBOK®)

Seminar Timetable

Registration will be from 08.00 to 08.30 every morning. Lunch and refreshments will be provided. The course will finish at approximately 17.30 each day.

Please note that delegates are required to bring their own laptops loaded with Microsoft Project® and word processing, spreadsheet and presentation software for use during the simulation sessions.