

TOTAL SYSTEMS EDUCATION, LTD.

TSE012LI

PROJECT MANAGEMENT FOR PROJECT TEAM MEMBERS



Course Description

Projects carry complex concerns, not always found in traditional management. This five-hour module introduces the project team members to the Project Management and its structure. The structured model of Planning, Organizing, Scheduling, Controlling and Managing Change with specific tools and techniques, is presented. The overall objectives of this team member workshop are to inform participants of their roles in projects; and to enable negotiation, communication, and coordination between project managers and members of the project team.

This program is for people who do not manage projects and subprojects themselves, but are critical members of project teams. Participants are introduced to the concepts and tools taught in TSE001 Project Planning and Control - Foundations workshop. It does not replace it..

Once completed, participants involved with PMI® and the Project Management Institute's Project Management Professional – PMP program, are awarded 5 PDUs or 5 “Contact Hours”.

Upon completion of this course, each participant will be able to:

- ◆ Understand the process being followed by his/her project manager to develop project and phase plans, estimate work effort, resource requirements and project schedules;
- ◆ Understand the importance of identifying and producing task deliverables on-time and according to specifications;
- ◆ Understand the importance of effective communications in projects;
- ◆ Understand each member's role in supporting the project process and his or her associated responsibilities;
- ◆ Understand, follow and support the project's change request policy;
- ◆ Report progress and quality metrics for status of projects and deliverables;
- ◆ Understand the use of *project management software* to help plan, organize, control, change, track and report projects.

Instructional methods for this five-hour module are lecture, discussion and multiple group exercises.



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Course Outline

- I. Introduction and Course Objectives
- II. Project Management Concepts
- III. Project Management Model
- IV. Best Practices
- V. Managing the Pentagon
- VI. Planning
- VII. Organizing and Scheduling
- VIII. Execution, Tracking and Control
- IX. Change Control (Scope Management)
- X. Team Member Roles and Responsibilities
- XI. Conclusion

