

Project Management for Team Members

GoSkills online course syllabus

Thursday, August 13, 2020

Skill level

Beginner

Lessons

25

Accredited by

CPD

Pre-requisites

None

Video duration

2h 00m

Estimated study time

12h 30m for all materials

Instructor

Ray Sheen

Project Management Context

- 1 Triple Constraint**
Understand the inter-relationship between the triple constraints on a project of scope, schedule, and resources.
- 2 Project Leader**
Know the role and responsibilities of the project leader.
- 3 Stakeholders**
Know how to identify stakeholders and understand how they measure project success.
- 4 Project Lifecycle**
Understand the phases of a project lifecycle and know how to approach a predictive project versus an adaptive project.

Project Initiation

- 5 Project Boundaries**
Learn how to quickly identify project boundaries using the W questions.
- 6 In-Frame and Out-of-Frame**
In-Frame/Out-of-Frame is a technique for clarifying project boundaries by listing the activities and deliverables that are in scope for the project as well as the activities that are not required as part of the project.

Scope Planning

7 Deliverables Deployment

Learn how to identify project tasks and activities using the deliverables deployment technique.

8 Task Description

Task Descriptions are the statements of scope for each of the project activities. They are written in the format of "action – completion point."

Schedule Planning

9 Milestone Schedule

Understand when and how to use a milestone schedule on a project. Learn how to create a milestone schedule.

10 Gantt Chart

Understand when and how to use a Gantt chart on a project. Learn how to create a Gantt chart.

11 Task List Schedule

A Task List Schedule is a schedule format used to communicate tasks with dates to extended team members or those who do not have a major role in the project.

Resource Planning

12 Project Budget

Understand what is normally shown in a project budget. Learn how to create a time-phased project budget.

13 Resource List

The project Resource List is a list of all individuals working on the project with their contact information and all special equipment and facilities required to accomplish project tasks.

Estimating

14 Estimating Uncertainty

Project plans are built with an accumulation of estimates, each of which has a level of uncertainty associated with it. The level of uncertainty is a major contributor to the accuracy of the plan and the amount of project risk.

15 Time-Box Estimating

Time Boxes are an estimating technique that sets a finite time for a task or task group. The amount of scope that is completed is variable. Whatever scope is done when the time box ends is the amount of scope for that activity on the project.

Project Risk

- 16** **Positive and Negative Risk**
Understand the difference between positive and negative risk. Learn the major steps of project risk management.

Project Execution

- 17** **Team Building**
Learn the characteristics of a project core team and understand the stages of a team building lifecycle.

- 18** **Communication Management**
Understand the characteristics of the major categories of project communication. Know the communication constraints typically encountered on project.

- 19** **Project Decision-Making**
Project Decision Making is the process whereby the project leader and project team decide upon project strategy, tactics, and acceptable actions. For Project Stakeholders, the decisions normally concern project boundaries. For Project Core Team members, the decisions normally concern project plans and execution.

- 20** **Team Meetings**
Team Meetings are a gathering of team members to discuss aspects of the project. Team pulse meetings focus on status. Team problem solving meetings focus on problem resolution.

- 21** **Task Accountability**
Task Accountability is the project management activity associated with ensuring successful completion of project activities.

Project Control

- 22** **Dashboards**
Learn how to create and use a project dashboard to communicate project status with both management and your project team.

- 23** **Management Reviews**
Understand the purpose of a project management review and learn how to prepare for one.

- 24** **Scope Creep**
Scope creep is the uncontrolled expansion to project scope without adjustments to time, cost, and resources.

Project Closeout

- 25** **Stakeholder Acceptance**
Understand how to gain stakeholder acceptance during project closeout and learn how to create and use a Punch List.

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