

Advanced Project Management

Course Overview

It's easy to forget the "manager" part of your "project manager" title among the other range of activities you are responsible for. However, your management skills are an important part of your success as a project manager, so it is crucial that you grow both of those skill sets. There are also some advanced project management techniques that you can master to help bring your projects to successful completion.

This course presumes that students have a thorough understanding of project management, including topics such as preparing a statement of work, setting project goals, scheduling, budgeting, managing project risks, and executing a project.

Learning Objectives

- Think critically when choosing a project team
- Make the best of an assigned project team
- Help teams move through various stages to become a high-functioning unit
- Maximize productivity at team meetings
- Reward and motivate your team
- Develop and execute a communication plan
- Communicate with sponsors and executives more effectively
- Identify strategies for working with problem team members

Course Outline

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| 1. Session 1: Course Overview | Summary |
| Learning Objectives | The Stages of Team Development |
| Pre-Assignment | 4. Session 4: Managing Team Meetings |
| Pre-Course Assessment | Starting on the Right Foot |
| 2. Session 2: Choosing the Project Team | Summary |
| Choosing the Team | Making Committees Work |
| Identifying Possible Candidates | Tips for Success |
| Making it Happen | Making Connections |
| Tips for Getting the People You Need | 5. Session 5: Easy Ways to Reward Your Team |
| Making the Best of an Assigned Team | Top Ten Rewards |
| Assigning Work | 6. Session 6: Developing a Communication |
| Pre-Assignment Review | Plan |
| Four Issues to Address with Project Teams | The Five Components |
| 3. Session 3: Building a Winning Team | Who |
| Why is Teamwork Important? | When |
| Maintaining Momentum | Why |
| Staying Positive | What |
| Tips for Building a Winning Team | How |

How: Completing the Plan
Tips
A Word about Rumors
Communication Essentials
Case Study
Task Two
Session 7: Communicating with Sponsors
and Executives
Communication Excellence
Setting Expectations
Staggering Deliverables
Staying on Track
Meeting Tips and Tricks
Making Connections

7. Session 8: Dealing with Problem Team
Members
Developing Understanding
Mutual Respect
Common Ground
Staying in Control
When to Walk Away
When Things Don't Work
8. Session 9: A Personal Action Plan
Starting Point
Where I Want to Go
How I Will Get There
9. Summary
10. Recommended Reading List
11. Post-Course Assessment