



Project Management

Program Brochure



Project Management for Team Members

In today's competitive and challenging business environment, innovation and speed to market are key success factors that require effective project management in all areas of the business. The need to manage projects successfully demands a systematic and disciplined approach to deliver projects that meet or exceed expectations. It is almost inevitable that staff across an organisation will be occasionally involved as a team member of a major project and regularly selected to be a team member of smaller, overlapping projects. This course is designed to equip team members with the knowledge required of an effective Project Team Member.

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Project Management for Team Members


1 day program

What You Can Expect

- Understand and apply project management principles, theories, and practices.
- Understand the key stages involved in a project i.e. initiating, planning, executing, monitoring, controlling, and closing a project
- Ensure that roles and responsibilities as Project Team Members are clear
- Understand what is required from a High Performing Project Team
- Understand what Project documentation is required and Project Team's responsibility in developing and or updating them
- Ensure that where applicable Change Management is integrated into Project Management

Who Should Attend

Project Team Members and staff who will be involved in projects in the future



Overview of Project Management

- What is a Project?
- What is Project Management?
- Why Project Management is essential
- The Project Manager – Roles and Responsibilities

Understanding the Key Stages of a Project

- Initiation Stage
- Planning a Project
- Project Execution
- Project Monitoring and Controlling
- Project Close out.

The High Performance Project Team

- Typical Project team structures
- Roles and responsibilities of Project Leaders and Team members
- Qualities and competencies required of a High-Performing Team
- Team integration and the importance of understanding the Project plan and its critical path
- Required project documentation and responsibilities of the project team

Integration of Change Management into a Project

- Integration of Change Management as early as possible into the project is important
- Role of team members as Change agents
- Change management practices required at each stage of the Project Lifecycle

Day 2

Planning a Project

- Managing Expectations
- Creating a Task List and Work Breakdown Structure
- Estimating Time, Resources and costs
- Estimating Costs
- Creating the Project Plan, milestones and establishing the Critical Path
- Planning tools – Gantt Chart , RACI Chart, Plan on a Page.
- Developing a communications plan
- Developing a Risk Management plan.
- Developing a quality plan

Project Execution

- Developing baselines
- Monitoring Project Progress
- Managing and empowering the work environment
- Importance of project team meetings
- Stage and Milestone and product delivery management.
- Work Breakdown Structure Management
- Integration Management
- Preparation for Go Live
- Management of Go Live activities
- Ensuring appropriate Post Go Live Support

Project Monitoring and Controlling

- Making the Most of Status Updates and Communication
- Managing Change
- Monitoring Risks
- Management of Stakeholders.
- Project Reviews
- Quality Reviews
- Financial updates and review.
- Go & No-Go Decisions

Project Closeout

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

Day 3

A full day hands on workshop where participants will be exposed to business relevant Project Management case studies and given the chance to practically and effectively apply methodologies and skills learnt in Day 1 and 2. Candidates will work in groups with enough time allocated for preparation , presentation , discussions and lessons learnt.