

# Project Management: A Team Approach

## **Duration**

2 days

## **Instructor**

Douglas Muir

## **Class Limit**

20 students

## **Prerequisite**

None

## **Price**

On-site

Please contact SPC for pricing (contact information on page 2)

Public Training

\$995 (2 days)

\*Discount available for early registration

## **Materials Provided**

- Student manual containing the course slides
- Student handouts with class exercises

Working in a project environment is the norm within the IT industry. Projects and project management are regarded as assets that are critical to bottom-line success. This can quickly translate into ever-increasing pressure to ensure that projects are successful in terms of deliverable results, contained costs and delivery dates.

Team work can be a point of frustration for many who don't understand the fundamental components of its composition; however, for those who comprehend the principles of building effective teams, it can be the greatest source of potential solutions.

Project Management: A Team Approach is a 2-day workshop that focuses on the relationships within teams and a collaborative process that teams can utilize to create a project plan for any project management software program.

This workshop gives participants new insights into how critical team dynamics – such as motivation, conflict, communication styles, task allocation, accountability, and interdependent productivity – have the potential to positively transform any work group into a highly effective team.

The workshop guides participants through a series of activities designed to raise awareness of motives and conflict sequences – for themselves and other team members. The workshop then shifts to activities that lead to a deeper understanding and appreciation of team dynamics, followed by activities designed to promote interpersonal effectiveness.

At the end of the seminar, participants will:

- understand the principles of interactive project management
- understand techniques for developing and maintaining effective project teams
- be able to use a collaborative process for planning, scheduling and monitoring projects
- recognize resource needs and balance project resource requirements
- know how to conduct an effective post-project review
- understand how to work effectively with different personalities and communication styles
- be able to manage crisis positively

TRAINING

# Project Management: A Team Approach

## **Intended Audience**

The course is intended for managers, supervisors, specialists and staff who are involved in, or expect to be involved in, projects either as a leader or team member. The concepts presented apply to any team project regardless of size or type.

This seminar teaches an interactive team approach to planning, monitoring and managing projects. Working in small teams, participants will learn from their own experience through a series of structured exercises and discussions. This provides the participants an opportunity to see the benefits of effective teamwork firsthand.

## **Instructor**

Douglas Muir is a Principal Consultant with the Software Productivity Center and has over 20 years of professional experience as a Software Engineer and Project Manager. In joining SPC, he has brought significant experience working in fast-paced environments facing rapid change. Some of these senior positions have included product development at Libraxus, program management on large-scale and multi-country telecommunications projects at Nortel, and project management dealing with government, military and commercial enterprises in both Canada and the U.K. Doug also has a Project Management Certification from PMI.

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For more information on this or other SPC Springboard courses, please visit [www.spcspringboard.com](http://www.spcspringboard.com) or e-mail SPC at [info@spc.ca](mailto:info@spc.ca)

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## **Outline**

### Day One

- Introduction to project management
- Introduction to team building
- Introduction to effective meetings
- Forming new teams - learning from past experience
- Working with different personalities using the Strength Deployment Inventory
- Developing a team agreement on practices
- Basics of project planning
- Using Critical Path Method for scheduling
- Overview of team project planning agenda
- Teams start planning projects

### Day 2

- Teams complete project plans
- Review and discussion of the team planning process
- Stages of team development
- Additional details on scheduling, estimating, etc.
- Resource planning on single and multiple projects
- Monitoring progress and trends
- Post-project evaluation - the post-mortem
- Feedback in teams
- Closure and evaluation



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