



Managing and Leading Successful Projects

3 days

Introduction

This course introduces attendees to various tools, techniques and methods of successful project management practices. It looks at both the people side as well as the process perspective of project management and is considered an ideal follow-up course to the Foundations of Project Management or similar project management baseline curriculum.

The primary focus of the people dimension is on practical application of best practice and theory in the areas of teams, leading, motivating, managing conflict, stakeholder management and sponsor relations. On the process side, the focus is on effective project control techniques such as earned value, change control, performance control and the theory of constraints.

Audience

This course is for executives, managers and project team members who desire to understand current perspectives and best practices on how to manage and lead successful projects.

At Course Completion

At the end of the course, students will be able to:

- Understand the DISC behavioral styles and how they may drive team functioning..
- Understand the benefit of a diverse team.
- Be able to understand the team development process and what it means to project management.



- Be able to manage team conflict using various conflict responses.
 - Know how to adapt their leadership style to situation and context.
 - Know how to perform a stakeholder analysis.
 - Understand the importance of influencing without authority.
 - Know how to develop an effective project sponsor relationship.
 - Know what activities go on during the Control Phase of a Project.
 - Know what activities are associated with the Controlling Processes associated with a project.
 - Know how to develop and execute a project quality plan.
 - Know how to develop and execute a project procurement plan.
 - Understand earned value analysis.
 - Know what the principles underlying TOC and how to use a critical chain to manage a project.
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Prerequisites

Before beginning this course, students should have:

- 2 or more years of experience in a project management environment is helpful.
 - Taken the Foundations of Project Management or equivalent.
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Certified Professional Exam Preparation

Materials covered will lead to but are not sufficient for the following certifications: PMI Certified Associate Project Manager, Project Management Professional

Student Materials

The course materials are yours to keep.

You will be provided with the following:

- Student Workbook s
- Personal Assessments for DISC and Influence



Course Outline

Module 1: Introduction

Topics

- Course Objectives
- Logistics
- Course Overview

Module 2: DISC and Team Diversity

Topics

- Introduction to DISC Behavioral Styles
- DISC Examples
- The Power of Diversity in Teams
- Adjusting Behavior to DISC Attributes

Module 3: Team Development and Conflict

Topics

- Theories of Motivation
- Team Conflict and Change
- The Process for Managing Team Conflict
- Cross Cultural Conflict
- The Change Model

Module 4: Situational Leadership

- An Approach to Flexible Project Leadership
- Situational Leadership
- Stages of Team Development and Situational Leadership



Module 5: Influence without Authority

Topics

- Sources of Power within an Organization
- Influencing Strategies
- Personal Influencing Assessment

Module 6: Stakeholder Analysis

Topics

- Managing Stakeholder Expectations
- Performing a Stakeholder Analysis

Module 7: Effective Project Sponsorship

Topics

- The Importance of Effective Project Sponsorship
- A Model for Effective Sponsorship
- Sponsorship Challenges

Module 8: Establishing Project Control

Topics

- Project Execution and Control
- Performance Control
- The Change Control Process

Module 9: Project Quality Management

Topics

- History of the Quality Movement
- The Quality Management Process
- Quality Planning
- Quality Control
- Quality Assurance



Module 10: Procurement in a Project Environment

Topics

- The Project Procurement Process
- Procurement Planning
- Procurement Execution and Control
- Procurement Closeout

Module 11: Multidimensional Control Techniques

Topics

- Earned Value Analysis
- TOC and Critical Chain Project Management