

Course Description

Remote Project Team Member Training AMS1029

7 Professional Development Units
7 Education Hours

Overview

While most project related training is aimed at project managers, this session is aimed at the individuals working within the project. Most project team members are doing good work as individual contributors; however, few have been trained on the requirements of their role as project team members. As project work becomes the norm in more and more organizations, it is crucial that individual workers are better able to plan and control their work within any project and do so in virtual and geographically diverse settings. This one day session is aimed at giving the individual contributor a better set of personal tools to maximize their contribution and their ability to control that contribution. The session focuses upon a set of basic tools and principles to improve the individual contributor's ability to plan and execute their work in any situation with special emphasis upon their role in a dynamic project environment.



Learning Objectives

- Define their work as a process that they control regardless of the physical environment
- Develop the metrics that they will use to measure the quality of their work against the macro project
- Apply two different methods to estimate the amount of work it will take to complete a deliverable
- Measure and control their own work so they aren't surprised
- Describe their role and responsibilities as a project team member
- Define the communication protocol based on a virtual, remote or home work environment
- Learn the skills needed to be successful as a remote/virtual team member

Format

This course is highly interactive and adaptive to class interests and needs. A lecture/discussion approach is used and is accompanied by individual and team exercises with team reports. This course is also able to be delivered in our Virtual Classroom format.

Duration

1 day

Who Should Attend

Anyone working in a team virtually or in another setting will benefit from taking this course.