

Project Resource Management - 1 Day

PDU's - 6.5

PMI's Talent Triangle Breakdown

Ways of Working - 3.25

Power Skills - 3.25

PMI's Certification Breakdown

PMP - 6.50

PMI-ACP - 6.50

PMI-SP - 6.50

PMI-RMP - 3.25

PfMP - 3.25

PMI-PBA - 3.25



virtual
instructor-led

Course Description: In this one-day course, participants will focus on the area of resources in a project. This area includes the processes that organize, manage, and lead the project team. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Define the processes of Project Resource Management

- Examine the process of Plan Resource Management
- Examine the process of Estimate Activity Resources
- Examine the process of Acquire Resources
- Examine the process of Develop Team
- Examine the process of Manage Team
- Examine the process of Control Resources

Objective 2: Examine the process group of Plan Resource Management

- Identify inputs and outputs
- Detail tools and techniques used in this process: expert judgment, data representation, organizational theory, and meetings

Objective 3: Examine the process group of Estimate Activity Resources

- Identify inputs and outputs
- Detail tools and techniques used in this process: expert judgment, bottom-up estimating, analogous estimating, parametric estimating, data analysis, project management information system, meetings

Objective 4: Examine the process group of Acquire Resources

- Identify inputs and outputs
- Detail tools and techniques used in this process: decision making, interpersonal and team skills, pre-assignment, and virtual teams

Objective 5: Examine the process group of Develop Team

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- Identify inputs and outputs
- Detail tools and techniques used in this process: collocation, virtual teams, communication technology, interpersonal and team skills, recognition and rewards, training, individual and team assessments, and meetings

Objective 6: Examine the process group of Manage

Team

- Identify inputs and outputs
- Detail tools and techniques used in this process: interpersonal and team skills and project management information system

Objective 7: Examine the process group of Control

Resources

- Identify inputs and outputs
- Detail tools and techniques used in this process: data analysis, problem solving, interpersonal and team skills, project management information system

Objective 8: Identify and examine motivation theories

Objective 9: Identify and examine phases of performance management

Project Resource Management - 2 Day

PDU's - 13

PMI's Talent Triangle Breakdown

Ways of Working - 4.00

Power Skills - 8.50

Business Acumen - 0.50

PMI's Certification Breakdown

PMP - 13.00

PMI-ACP - 9.00

PMI-SP - 9.00

PMI-RMP - 9.00

PfMP - 9.00

PMI-PBA - 9.00



face-to-face



virtual
instructor-led

Course Description: This two-day course will focus on planning for resource needs. It is filled with behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This course will also include issues such as conflict. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.

Course Objectives:

Objective 1: Define the processes of Project Resource Management

- Examine the process of Plan Resource Management
- Examine the process of Estimate Activity Resources
- Examine the process of Acquire Resources
- Examine the process of Develop Team
- Examine the process of Manage Team
- Examine the process of Control Resources

Managing Team Module

Objective 2: Analyze job responsibilities

- Discuss priority checklist
- Assess modern day accountability myths

Objective 3: Evaluate how to coach project team toward success

- Develop workers with new skills
- Define ways to equip and empower
- Discuss values of successful coaching of project teams
- Analyze common coaching mistakes of project teams

Objective 4: Develop a Mission Statement and Vision

- Develop core values
- Identify vision through leadership
- Examine why visions fail
- Evaluate where you are going
- Explain tough-minded leadership

Objective 5: Contrast different change strategies

- Classify why project teams block change
- Choose ways to reduce project team resistance
- Evaluate changes which support goals

Objective 6: Discuss strategies for creating trust

- Describe requirements for being an overcomer on project teams
- Analyze two types of motivation within a project team
- Examine ways to align motivational techniques to workers

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- Analyze the disciplining of project team members and ways for changing behavior
- Identify how to track project team members

Conflict Module

Objective 7: Discuss the positive side of conflict

- Define conflict
- Analyze eight most common times for conflict
- Identify six reasons for conflict among workers

Objective 8: Examine rules for handling anger

- Choose words to use that help
- Create action plans for quick resolution
- Analyze hostility and how it surfaces
- Examine how to handle personal and professional hostility
- Compare levels of group conflict
- Compare the seven stages of group conflict
- Compare ways to confront others while helping them save face
- Examine confrontation techniques

Objective 9: Review active listening skills

- Discuss hedge words people use to distort communication
- Analyze techniques people use to avoid issues
- Review assertiveness techniques

Objective 10: Create a code of conduct for controlling a resolution meeting

- Apply facilitation skills for allowing everyone to be heard
- Discuss the facilitator's responsibilities
- Create questions to guide others through the process
- Analyze ways to prevent arguing
- Discuss times to make amends