



Giving your Team what it needs to be Successful - Three~Five-Day Seminar

Program Number: GYTWNS / PDU's: 18-30

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 Learn how to run more effective team meetings

- Learn the key roles
- Learn how to take action minutes

3.0 Learn how to quickly move project from brainstorming and planning into implementation

4.0 Use Meyer-Briggs or DISC to help the team learn each others working habit so they can work together better

5.0 Develop Team Scope by:

- Define Team Purpose
- Define Team Goals
- Define Team Deliverables
- Define Work Breakdown Structure (WBS)

6.0 Develop Schedule

- Create your project schedule
- Use your current scheduling tool
- Baseline schedule

7.0 Risk Planning

- Identify Risk
- Attach Probability of Risk Happening
- Write Risk Plan

8.0 Develop Resource Plan

- Define each team members' roles
- Define each team members' required tasks

9.0 Develop Communication Plan

- Define meeting schedule
- Distribution list

Course Objectives:

Participants will learn elements to give your team what it needs to be successful.

Learn How to:

- Work together as a team
- Create the project plan
- Communicate with the stakeholders
- Manage your project risk
- Make your project successful

10.0 Develop Budget

- Who gets what data
- Create working budget