



99 Professional Project Team Member

Designed for:

Project team members who wish to enhance their skills in the multi-project environment with skills for coping with the demands of project managers and techniques for clear communication and developing clear work packages for project assignments.

Learning Objectives:

Through textbook reading assignments, lectures and e-simulation case studies, you learn advanced concepts for working on projects that span functional and organizational lines. Working in collaboration with your instructor, you apply those techniques to a series of assignments from your work.

Tuition & Credits:

\$400.00 (Includes all course materials). There are no prerequisites for this course. The Project Management Institute (PMI®) has awarded this course 30 PDUs (Professional Development Units)

Learning Process:

This course requires 20-30 hours of work which includes reading, listening to lectures, viewing slides and software instruction movies. You will apply the concepts in your course work and send your assignments to your instructor who will provide individual coaching and feedback within 24 hours, 365 days/year. Your instructor will answer any questions you have via telephone or e-mail. At the end of the course, you will complete a final exam to demonstrate your mastery of the subject.

Course Modules:

1. Seeing the “Big Picture” - Understanding the “big picture” and the processes that should happen in a successful project. You’ll analyze the phases of the project lifecycle and describe some of your assignments in them.
2. Work Assignments - Verifying that you know the end result that is expected on the project assignment you’ve received. You’ll watch three movies and answer the corresponding questions. Your instructor will play the role of the characters.
3. Work Packages & Estimating - Defining the work package “contract” with the project manager to develop a realistic work/duration estimate. You’ll complete two work package documents for two of the assignments you outlined in Module One.
- 4 Multi-Project Assignments - Coping with multi-project assignments and priorities. You’ll organize your current workload in the work package template provided. Then you’ll watch movies and respond to the team member issues in each.
- 5 People & Conflict - Learning to handle people & conflict in the project setting. You’ll watch a team member movie and identify the sources of conflict.
- 6 Status Reporting - Delivering a timely and useful status report to the project manager. You’ll draft a status report for each of the example situations on the CD and return this to your instructor for feedback.



4PM.com 303-756-4247 E-Mail inquiry@4pm.com
5031 S. Ulster Street, Suite 460, Denver, CO 80237-4320 USA

Enrollment Form

Study anytime, anywhere with no expiration or slow downloads

View your class lectures with no slow downloads and access them for your entire PM career.

Actually plan, schedule & control a project step by step

You'll actually complete every steps in the project lifecycle with hands-on use of PM software, make presentations and write scope and charter documents.

Practice interpersonal skills in e-simulations

Ask and answer questions from sponsors and stakeholders in role-playing e-simulations with your instructor.

More instructor contact than any in-person class

Receive written feedback on all 10-14 assignments and answers to your questions within 24 hours; we'll even ask you to redo an assignment until you have mastered it.

Enrollment Form

Fax to 303-756-0603 or enroll by phone 800-942-4323

Name _____

Billing address _____

Shipping address (if not the same) _____

Program or course _____ \$ _____

Phone number(s) _____ and _____

E-mail address _____

Enroll me in: _____

Credit Card (MC, VISA or Amex) _____

Credit Card Number _____

CVV _____ (3 or 4 digit verification code)

Expiration Date _____



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