

Course 148: Leading and Managing Distributed and Virtual (D/V) Project Teams

Course Description...

In this day of internet communication, off-shore development, and highly mobile workers, organizing and maintaining a successful project team is difficult at best. Managers can no longer expect their team members to be co-located and can no longer depend on daily face-to-face interaction. Success demands new approaches to building and maintaining teams from multiple organizations, multiple geographically dispersed locations, and different time zones, languages and cultures. This course will teach attendees how to develop, manage and lead effective project teams in this challenging environment.

Learning Objectives...

At the completion of the course, the student will be able to:

- Create effective virtual project teams composed of individuals from multiple cultural and organizational settings and a variety of technical backgrounds.
- Organize the work flow to maximize the advantages and minimize the disadvantages of the distributed setting.
- Develop the skills and tactics to successfully lead teams in a global environment.
- Use technology to collaborate, communicate and control the team's efforts.
- Address the unique challenges of the virtual team and the distributed setting.

Who should attend...

Project Managers who must lead dispersed or virtual teams and general managers, supervisors and technical personnel who will participate as a part of dispersed or virtual teams.

Prerequisites...

The attendee should have a basic understanding of project management.



Course Outline...

Course Objectives

- Objectives
- Introduction
- Expectations

Unit 1: The Context

- Leadership and Management
- The Project Environment
- The Virtual Team
- The Distributed Project
- The Virtual Work Environment

Unit 2: Planning for Distributed Projects

- Organizing the Work
- Scheduling the Work
- Estimating and Budgeting the Work
- Quality Planning
- Risk management Planning
- Communications Planning

Unit 3: Forming and Developing the D/V Team

- Forming the Team
- Developing the High Performance Team
- Leading the Virtual Team

Unit 4: Executing in the Distributed Environment

- Communications
- The mechanics of Distance Collaboration
- Delegation
- Meeting in the Virtual Environment
- Integrating the Effort

Unit 5: Monitoring and Controlling the Virtual Team

- Monitoring and Controlling the Scope
- Monitoring and Controlling the Schedule
- Monitoring and Controlling the Cost
- Monitoring and Controlling Quality
- Monitoring and Controlling Risk
- Performance Management Reporting

Unit 6: Special Leadership Challenges in the Virtual Environment and Summary

- Stress in the 7x24 Environment
- Security and Privacy
- Reward and Recognition
- The Generational Chasm
- Migrating to the Virtual Work Environment
- References
- Summary

Please contact your ROI representative to discuss course customization!!!