

Project Team Sponsor Skills

This program is designed to help managers understand their new roles in sponsoring and championing project teams toward success. Many organizations have a lot of time, resources, and manpower tied up in project management efforts. Managers are in a unique position to ensure that those efforts are successful. This program covers the steps that sponsors must take to get a project team started on a solid footing, stay focused on their goals and missions, and add value to the business. The purpose of the course is to clarify new roles, apply a structured approach to managing project team efforts, and develop the skills necessary to monitor project team efforts.

Learning Objectives

- ◆ Understand the Project Management Process
- ◆ Learn how to write an effective charter for project teams.
- ◆ Understand the three types of teams, when to use each, and when a team is not needed.
- ◆ Practice writing specific goals and success criteria, boundaries and empowerment limits, and project team plans and guidelines.
- ◆ Recognize the levels of development that project teams experience and identify how the sponsor's role changes throughout the life of the team.
- ◆ Know what actions to take when a project team gets off-track and needs to be re-focused.

Audience

This course is designed for provosts, department heads, and other management personnel who have the authority and responsibility for setting up and chartering project teams.

Course Outline

An Overview of Project Management

- ◆ Global Perspective in Project Management
- ◆ Before Project Management Culture
- ◆ Pilot Results From a Large Global R&D Organization
- ◆ Project Management Process
- ◆ The 12-Step Project Management Process
- ◆ Project Management Hierarchy

Teams and Teamwork

- ◆ What is a Team?
- ◆ Three Types of Teams
- ◆ Five Specific Roles on Teams

The Role of the Team Sponsor

- ◆ Team Sponsor Job Description
- ◆ Two Types of Sponsors
- ◆ Sponsor Checklist
 - Writing draft team charters
 - Carrying out a Critical Issues Session
 - Developing a High Level Project Plan
 - Appointing the team leader
 - Meeting with the team leader to determine team membership
 - Ensuring that there is a meeting with each of the team members to discuss and gain their commitment to the project
 - Meeting individually with the supervisor of each team member to ensure commitment to the project
 - Ensuring the team receives training, if needed
 - Getting input from the team and finalize the charter
 - Ensuring the team carries out a risk analysis, constructs a communication plan, and develops a detailed project plan
 - Actively monitoring the progress of the team throughout the project
 - Intervening when needed or asked
 - Building support at the highest levels for the team's activities
 - Publicizing the team's results
 - Disbanding the team and celebrating success

Additional Sponsor Tools

- ◆ Carrying out a Risk Analysis
- ◆ Developing a Communication Plan
- ◆ Developing a Detailed Project Plan

Program Format – 1 Day

The program is one-day in length and is a combination of discussion, small-group exercises, and case studies. Case studies and exercises will be custom-tailored for the client company's individual needs. The maximum class size is 20, but for optimum results 12-16 participants is ideal.