

**Session:** 2/6/24 - 3/10/25

**Class meeting time:**

Kick-Off Meeting (LIVE) - Tuesday, 2/6/24 6:00-6:30pm

Week 1 Discussion (LIVE) - TBD during Kick-Off Meeting

Week 2 Discussion (LIVE) - TBD during Kick-Off Meeting

Week 3 Discussion (LIVE) - TBD during Kick-Off Meeting

Week 4 Discussion (LIVE) - TBD during Kick-Off Meeting

**Class Location:** Online

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### **Course Description**

A workplace project rarely depends on just one person. The projects we work on often involve stakeholders of all kinds: clients, co-workers, management, business partners, investors, and/or end users. Project success relies on the management of the project AND understanding the needs and roles of people involved. This course examines the foundational concepts of project management with an emphasis on communication best practices and people skills that will boost trust, morale, and commitment by the humans that make projects happen...successfully.

### **Learning Outcomes**

- Develop a general understanding of the project management framework.
- Use techniques for positive and impactful interactions within a project team.
- Assess the challenges of project management and create strategies for project completion in a team environment.
- Understand various techniques to apply project framework in professional and personal facets.

### **Course Methodology**

Course outcomes are attained through online instructional presentations, required reading, and applied activities. Applied knowledge and techniques are assessed through required weekly team projects and participation in weekly live sessions.

### **What to expect:**

- Course is self-taught and primarily asynchronous.
- Self-guided weekly videos and reading materials will lead participants through the Project Management process and address common human factors involved in projects.
- Small teams will be put together to and tasked with "Weekly Teamwork Assignments" and Group Reports
- 1 weekly zoom meeting will take place for all participants to get together and discuss the weekly teamwork assignment submissions with each other to create a group learning and sharing space.

### Course Requirements for Certification

To earn certification, workshop participants are required to:

- Actively participate with your team in the 4 Weekly Teamwork Assignments (1 per week), submitting them in a timely manner to the designated location.
- Submit your Collective Weekly Teamwork Assignments (4 total) Individual Post-Mortem (1 total) during Week 5 by the course end date.
- Teams are responsible to fairly self-report their own and individual team members' active participation each week via the Weekly Teamwork Assignments.
- Participate in a minimum 3 of 5 Video sessions (Kick Off and Weeks 1-4)

### Supporting (Optional) Materials:

Kendrick, T. (2012). *Results without authority : controlling a project when the team doesn't report to you*. Amacom.

Mersino, A. C. (2013). *Emotional intelligence for project managers : the people skills you need to achieve outstanding results*. American Management Association.

Wong, Z. (2018). *The Eight Essential People Skills for Project Management : Solving the Most Common People Problems for Team Leaders*. Berrett-Koehler Publishers, Incorporated.

## COURSE LAYOUT

### Week 1 Course Zoom KICK-OFF:

- Kick-Off Meeting (LIVE) - Tuesday, 2/6/24 6:00-6:30pm
- All are highly encouraged to attend.
- Agenda: Teams formed. Live times chosen. Course Review. Q&A.

### Week 1: 2/5/24

- Project Management Steps Intro
- Project Team Leadership Intro
- Managing Process to Lead Teams.

### Week 1 Steps to Completion:

- Individually Review Asynchronous Reading and Viewing Materials
- Review finalized Project Teams, Contact your team, plan your work time, work your plan.

- Review Weekly Teamwork Assignment, complete it as a team and submit the response into the platform a minimum of 24 hours prior to the Week 1 Live Discussion. Details of the assignment in the syllabus below.
- Week 1 LIVE Discussion - See Course Content for Date and Time.

### **Week 2: 2/12/24**

- Enhancing Influence
- Building stakeholder relationships
- Leadership styles in a project
- Relationship Management

#### **Week 2 Steps to Completion:**

- Individually Review Asynchronous Reading and Viewing Materials
- Review Weekly Teamwork Assignment, meet at your teams decided upon time, complete the assignment as a team and submit the response into the platform a minimum of 24 hours prior to the Week 2 Live Discussion.
- Week 2 LIVE Discussion - See Course Content for Date and Time.

### **Week 3: 2/19/24**

- Creating safe and positive team environment
- Boosting team attitudes, happiness, and performance

#### **Week 3 Steps to Completion:**

- Individually Review Asynchronous Reading and Viewing Materials
- Review Weekly Teamwork Assignment, meet at your teams decided upon time, complete the assignment as a team and submit the response into the platform a minimum of 24 hours prior to the Week 3 Live Discussion.
- Week 3 LIVE Discussion - See Course Content for Date and Time.

### **Week 4: 2/26/24**

- Turning around difficult people
- Succeeding when faced with challenges

#### **Week 4 Steps to Completion:**

- Individually Review Asynchronous Reading and Viewing Materials
- Review Weekly Teamwork Assignment, meet at your teams decided upon time, complete the assignment as a team and submit the response into the platform a minimum of 24 hours prior to the Week 4 Live Discussion.
- Week 4 LIVE Discussion - See Course Content for Date and Time.

### **Week 5: 3/4/24**

- Self-Awareness and Self-Management
- Performing a Post-Mortem

**Week 5 Steps to Completion:**

- Asynchronous Reading/Viewing Materials
- Final Project - compile all 4 of your Weekly Teamwork Assignments and present it with a post-mortem report. Details of the assignment in the syllabus below.

## COURSE SCHEDULE CALENDAR

|                                  |                                      |  |
|----------------------------------|--------------------------------------|--|
| <b>Course Kick Off</b>           |                                      |  |
|                                  | <b>Tuesday, 2/6, 6:00pm EST</b>      | Zoom Meeting   |
| <b>Week 1: 2/5/24 - 2/11/24</b>  |                                      |  |
|                                  | <b>By Saturday, 2/10, 1pm EST</b>    | Submit Weekly Teamwork Assignment (only one team member should be assigned to submitting the teamwork as to avoid duplicate submissions) |
|                                  | <b>TBD: Sunday, 2/11, 1pm EST</b>    | Zoom Meeting   |
| <b>Week 2: 2/12/24 - 2/18/24</b> |                                      |  |
|                                  | <b>By Saturday, 2/17, 6:30pm EST</b> | Submit Weekly Teamwork Assignment (only one team member should be assigned to submitting the teamwork as to avoid duplicate submissions) |
|                                  | <b>TBD: Sunday, 2/18, 6:30pm EST</b> | Zoom Meeting   |
| <b>Week 3: 2/19/24 - 2/25/24</b> |                                      |  |
|                                  | <b>By Saturday, 2/24, 6:30pm EST</b> | Submit Weekly Teamwork Assignment (only one team member should be assigned to submitting the teamwork as to avoid duplicate submissions) |
|                                  | <b>TBD: Sunday, 2/25, 6:30pm EST</b> | Zoom Meeting   |
| <b>Week 4: 2/26/24 - 3/3/24</b>  |                                      |  |
|                                  | <b>By Saturday, 3/2, 6:30pm EST</b>  | Submit Weekly Teamwork Assignment (only one team member should be assigned to submitting the teamwork as to avoid duplicate submissions) |

|                                 |                           |               |
|---------------------------------|---------------------------|---------------|
|                                 | TBD: Sunday, 3/3, 6:30pm  | Zoom Meeting  |
| <b>Week 5: 3/4/24 - 3/10/24</b> |                           |               |
|                                 | Sunday, 3/10, 11:59pm EST | Submit Final. |

## WEEKLY TEAMWORK ASSIGNMENT DETAILS

### Weekly Teamwork Assignment (4 of 4 required to be submitted for certification).

- Your team's job is to discuss the problem presented each week in the classroom, collectively decide on the solution and present your people-oriented solution to the group discussion in the workshop platform.
- Solutions should be detailed, include assumptions that took place for this solution to be viable, rate the risk level of the solution (1 being low risk and 5 being high) and discuss risk of the solution (including possible unintended outcomes). A template is offered for teams to use, use of this is highly encouraged.
  - **A TEMPLATE IS PROVIDED FOR THIS - FIND THE GOOGLE DRIVE LINK IN THE CLASSROOM.**
- Solutions should lean into content from the course and use references if applicable.
- Solutions will be shared in paragraph form and the document should include the names of each project team member (confirming weekly participation).
- Your team will work together on this solution as a project team. This includes assigning a project manager (this person should change weekly), identifying your meeting times, assigning roles, working together on the solution, finalizing the team's solution, and posting it by the deadline.

All workshop participants are encouraged to review other teams' solutions prior to the weekly Zoom meeting. All workshop participants are invited to join a weekly Zoom meeting to discuss their own solutions, challenges they had getting to it with their team, review and discuss other group's solutions, etc.

Participants are required to join and actively participate in **3 of the 5 video sessions** (Kick-Off Weeks 1-4) as part of the requirements to earn certification.

## FINAL PRESENTATION, INCLUDING POST-MORTEM

### Final Assignment (1 of 1 required to be submitted for certification).

A project post-mortem is a meeting held after a project's completion. The main goal is to reflect on how the project went and identify what can be changed moving forward to create a more streamlined process.

For the final, your team will compile your 4 Weekly Teamwork Assignments along with creating the post-mortem and placing these elements into a final presentation to highlight your work. Projects are posted in the classroom.

- **A TEMPLATE IS PROVIDED FOR THE POST-MORTEM - FIND THE LINK TO THE TEMPLATE IN THE CLASSROOM**

The Week 5 Team Assignment is doing a post-mortem for the course and your work as a team. There is a team-component along with an individual component. Here are the steps to the final project:

- 1.) As a team: Create a final document that organizes your Weeks 1-4 team assignment submissions.
- 2.) As a team: Complete the post-mortem meeting using the template and add the post-mortem completed template to the final document with Weeks 1-4
  - a.) Share this final document with each team member to complete #3.
- 3.) As individuals: each individual team member should now personalize the final document by doing a personal analysis sharing the following in their chosen format (i.e. document, video):
  - a.) Now that the course is complete, is there anything different in how you would solve your week 1 - 4 assignments. What specifically would you change and why? You may find that you would change your responses to all weeks, but pick just one week.
  - b.) Explain your greatest takeaway(s) from the course.
  - c.) Address how you will implement this takeaway(s) for personal and professional improvement by creating a plan. It does not need to be a complex plan, shoot for something you can actually achieve.

**Each course participant will submit the final document (created by the team) along with their own corresponding personal analysis within that final document by the course end date.**