# Week 02 Overview

## Managing the Project Team and Project Communications

### Lesson Overview

As you may be aware, a project manager's job consists of many roles. The project manager may function as a financial analyst, public relations specialist, technical adviser, information expert, visionary, diplomat, motivator, and project evaluator, etc. Just as a project manager has diverse tasks to perform in overseeing a project, so, too, he or she must bring a wide range of competencies to an undertaking. Additionally, many project teams are now geographically dispersed, so a project manager must be able to successfully juggle all those roles with a virtual team.

Also, students will study theories of communication and learn to translate those theories into personal action.  They will learn the critical skills of giving and receiving feedback, which is foundational to team management.  Finally, they will learn the purpose, components and construction of a Project Communication Plan.

 Learning Objectives

 By the end of this lesson, you will be able to

* Describe the "people" skills needed by a project manager;
* Identify the project management skills that you have and others you would like to improve;
* Identify characteristics of successful project managers and analyze your own skills;
* Identify ways to motivate project team members;
* Use different types of presentations; and
* Define an approach to get team members to work together successfully.
* Describe how your communication style affects the way you communicate with others.
* Describe a basic model of communication, including barriers to communication.
* Identify critical listening skills.
* Describe concepts of giving and receiving feedback in a project manager role.
* List elements of a project communication plan and its role in project management.

Workflow

1. Review Project Manager People Skills
2. Review Motivating Team Members and Increasing Accountability
3. Watch Presentation 2-1 "Building the Project Team" (40 minutes)
4. Watch Presentation 2-2 "Managing the Distributed Team" (20 minutes)
5. Review Introduction to Homebuilding Case
6. Complete Assignment:  Team Operating Rules
7. Read PMBOK, sections 10.1.1 to 10.3.3
8. Watch Presentation 2-3 "Communication & Preferences" (50 minutes)
9. Review Meeting Feedback Form, Team Member Feedback Form and Component CMP
10. Complete Assignment:  People Skills Inventory
11. Complete Assignment:  Leadership Styles Analysis