

**TRAINING SERIES OVERVIEW:** The purpose of the Introduction to Managing Projects (IMP) training series is to teach the fundamentals of project management. The training series includes “reality checks” with concepts, as well as a full project lifecycle simulation applying tools and techniques in a dynamic team environment.

This training series has been broken up into six individual courses so a participant can take all the courses available or select the courses most relevant to the work they do.

**PREREQUISITE:** Participants must have attended the course DAS – CHRO – Overview of Project Management and Business Analysis.

**AUDIENCE:** Oregon state government or other governmental employees who are performing the Managing Work, Reporting Progress, Close Out, or Transitioning to Operations functions, regardless of job title or anyone new to the Project Management or Business Analyst roles.

**COURSE DESCRIPTION:** The DAS – CHRO – IMP Project Leadership and Team Management is the sixth course in the IMP series. This course explores beyond just managing the scope, schedule, and budget of a project. It helps develop a project managers interpersonal management skills to work effectively with people in a variety of roles that form a project team. The skills taught in this course will enable a project manager to apply effective leadership strategies, improve interpersonal communications, become more influential, help guide project teams through change, and deal with conflict during the entire project management process. The topics covered are what is a project team and its importance, stages of team development, launching a project team, building a high-performing project team, and managing a high-performing project team.

Students will apply the teachings on a real project they are involved with in a collaborative workshop format using tools provided in class.

Lecture materials, tools, templates, and example project documents are provided as links or downloadable files for students to access.

The content in this class is based on standards and practices defined in the Project Management Institute Guide to the Project Management Body of Knowledge (PMI PMBOK®).

This is an overlapping skillset between the discipline of Business Analysis and Project Management and critical to the success of both roles.

**LENGTH:** One day of in-class time. This course will be delivered virtually via Zoom.

**COST:** \$325

**REGISTRATION:** To register, go to <https://tinyurl.com/impPLTM> (you will be prompted to log into Workday first). Once you are logged in, you'll go directly to the course overview page.

**Waitlist:** If you enroll into a full cohort you will be added to the waitlist and will not be able to register into another cohort that has openings.

**\*\*IMPORTANT\*\*** Use this schedule to verify the delivery mode (in-person or virtual via Zoom) and the cohort dates before enrolling into the offering in Workday.

**ATTENDANCE POLICY:** If you miss the first 60 minutes of the training, your enrollment will be cancelled. After that, any absence of 60 or more minutes will result in a make-up session with a future offering to receive training completion.

**CANCELLATION POLICY:** A learner may cancel a registration with no penalty 30 days before the start of the first class. The learner is expected to pay the registration fee if they cancel less than 30 calendar days prior to the first class or if they do not show up to the class. A substitute can be sent if the learner is unable to attend.

**QUESTIONS:** If you have any questions about the program, please contact Brandy Meng at [chro.training@das.oregon.gov](mailto:chro.training@das.oregon.gov) or 503-480-6626.

## 2023 SCHEDULE

### VIRTUAL INSTRUCTOR-LED COURSE

| Sessions         | Date             | Time             |
|------------------|------------------|------------------|
| Virtual Cohort 1 | February 7, 2023 | 8:30am to 4:30pm |
| Virtual Cohort 2 | May 16, 2023     | 8:30am to 4:30pm |
| Virtual Cohort 3 | October 24, 2023 | 8:30am to 4:30pm |