

Accidental Project Manager: Zero to Hero in 7 Days

Length: 7 Days

Summary: Rhett Sero has demonstrated management potential, so his boss presses Rhett to manage an important project. To help Rhett succeed, he introduces him to Heda Heldenmacher, a noted project management consultant. Heda introduces Rhett to the PROJECT methodology and promises to guide him through it in seven days to prepare him to lead the project.

Told in the form of a business fable, project management is explained in simple, everyday terms and follows Rhett's intense seven days of preparation to manage a project.

For those that want to dig deeper, each chapter includes project management tips and templates, reading selections from the PMBOK® Guide, and additional learning resources.

COURSE CONTENT

Introduction: Become a PROJECT Hero

- Embrace the Accident
- What's a Project Anyway?
- Introducing the PROJECT Process
- Backstory: Rhett Sero
- Chapter Tip: Begin with the end in mind: pick the right method
- Knowledge Nuggets (PMBOK references and further reading)

Day 1: Powered by People

- Identify the Impacted
- Pick the Right Team
- Communicate, Communicate, Communicate
- Chapter Tip: Over identify impacted people
- Knowledge Nuggets (PMBOK references and further reading)

Day 2: Unearth Requirements

- Plan Your Treasure Hunt
- Dig!
- Resolving Common Requirements Issues
- How to Know You Hit the Treasure and What to Do Next

- Chapter Tip: What does success look like?
- Knowledge Nuggets (PMBOK references and further reading)

Day 3: Organize Your Objectives

- Project Constraints
- Write the Recipe
- Easy Estimates
- Reduce the Risk
- Chapter Tip: Risk is like an iceberg; don't be the Titanic.
- Knowledge Nuggets (PMBOK references and further reading)

Day 4: Jell with the Team

- Achieve More Together
- Obtain Team and Customer Buy-In
- Prepare to Manage by Influence
- Handling Virtual Team Members
- Kick off and Sell the Project
- Chapter Tip: Know the team and who they know.
- Knowledge Nuggets (PMBOK references and further reading)

Day 5: Execute Effortlessly

- Diligently Delegate
- Follow Up on Your Follow Up
- Give Frequent Feedback
- Hold People Accountable
- Chapter Tip: Say “no” without saying “no”, set limits without setting limits.
- Knowledge Nuggets (PMBOK references and further reading)

Day 6: Control Casually, But Not that Casual

- Measure Your Variance
- Master Change Management
- Telegraph Progress, Watch Your Bark
- Flexible and Gentle Steering
- Chapter Tip: Compile useful information as you go.
- Knowledge Nuggets (PMBOK references and further reading)

Day 7: Transfer and Transform

- White Glove Treatment, Red Carpet Walk
- Measure Your Delivery
- Team Evaluations
- Lessons Learned
- Chapter Tip: Do the right thing, even when no one asks or is watching.
- Knowledge Nuggets (PMBOK references and further reading)

Epilogue

