



MANAGING OUTSOURCED PROJECTS

A two-day, 14-PDU (1.4 CEU) Instructor-Facilitated Program

As you become more skilled at the elements of project management, you can apply them to more difficult challenges. This program explores the skills and techniques that are essential for one of the biggest challenges facing today's project manager—managing the outsourced project.

This program will review how an outsourced project puts basic project practices to the test and demands sensitive team leadership.

Topics will include detailed remote communications exercises, the cost benefits of outsourcing, and the rewards of excellent teamwork. Using the outsourced team experiences of past clients, the program also features the finer points of handling team and individual conflicts, delegating with accountability, and assessing progress.

The program includes a special problem-solving workshop where participants grapple with immediate issues emerging from the group's structured discussions.

As with all our courses, this one was developed by the same people who wrote the first *Guide to the Project Management Body of Knowledge (PMBOK® Guide)* for the Project Management Institute (PMI®). It is a highly interactive course, yet follows a well-defined process. During the program, you will use real projects that you and your peers are working on—effectively advancing your projects while learning. You will leave the program saying, "I can apply these tools to my project immediately!"

Upon completion, you will be able to:

- Define the prerequisites for outsourced projects
- Make the business argument for an outsourced project
- Assess team fit and manage the in-house part of the new team
- Establish effective communications
- Delegate with accountability
- Manage and control the special risks of outsourcing during the project
- Apply outsourcing management "best practices" to your own projects

Learning Curve
is a PMI Registered
Education Provider



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Who will benefit?

Many projects today require outsourcing management skills. This program provides real-world skills, tools, and techniques valuable to anyone in a project-related role. Participants who have benefited from this program include:

- Program Managers
- Project Managers
- Project Leaders
- Team Leaders
- Project Team Members

Program Outline

Opening questions

- How do you define a virtual team, an outsourced team, and a global team?
- When should you have a virtual team?
- What special questions should you ask to determine “fit” for an outsourcing partner?

Sorting out the Issues

- How do you make the business argument for outsourcing?
- How do you assess the “fit” of the two parts of the project team?
- What team basics should be stressed?
- What project basics should be stressed?
- How do you apply these techniques to your project?

Beyond the basics

- How do you establish the right, reliable electronic communication infrastructure?
- What are the different ways to create the project team and define roles and responsibilities?
- What critical actions should you take before the team is formed?
- What special skills and processes are needed during the execution of the project?

Featured Tools and Techniques

- *Who is?* questionnaire
- Outsourcing economics spreadsheet
- Communication menu
- Rules of Engagement
- Core-purpose screening
- Role assessment
- Process check
- Teammate check

Each Participant Receives

- A complete notebook
- Web-based tools to help manage the project

COURSE FEES: Each two-day class costs **\$1,450 per person** for those with CIMS/Babson College affiliation, or \$1,600 per person for nonaffiliated enrollment.

To find out more, contact Jill Stoff, Assistant Director, CIMS, Babson College, at 781-239-4531, or visit www.babson.edu/cims.