

Worksheet

The Edge Team Training

Module 5 – Session 3

How to be a Brilliant Project Manager

EXERCISE 1. *Building Trust*

Name three things you could do to build trust as a project manager with your team. (Hints: 1) Become known for doing what you say when you say. 2) Perfect the art of “good news travels fast, bad news travels faster”. 3) Mistakes don’t break trust. How you own them does.)

EXERCISE 2. *The Setup*

Name two key elements in the Setup phase.

EXERCISE 3. *The Shape Up*

Name the three components of shaping up a project?

EXERCISE 4. *The Heads Up*

Which of these elements do you need to improve on when keeping your team informed?

- *Create the Project Schedule and keeping it updated*
- *Pick a team – enrolling people correctly*
- *Create margin – leaving room for delays, mistakes and errors*
- *Anticipate problems – Risks and Rabbits*
- *Don't trade in excuses – state reality as it is and not sugar-coating it*
- *Identify the key risks and focus on them*