



How to be successful in virtual teams...

VIRTUAL PROJECT MANAGEMENT 5 CU

This is an opportunity for you to team up with students at VAMK and/or with international students at VAMK's Partner Universities. You will learn how to be a successful team member in a virtual team. The first phase is carried out as individual studies and in the second phase you will team up and work together applying your skills. The course is 100% online.

What

PHASE 1 - LEARNING THE SKILLS

1. Understanding virtual team management
2. Managing virtual teams; management styles
3. Tools and Methods
4. Building virtual teams

PHASE 2 - APPLYING THE SKILLS

- Sprint 1 - Creating a Project Plan
- Sprint 2 - Creating a team task board; Team work
- Sprint 3 - Team work; Submitting a status report
- Sprint 4 - Team work; Submitting the Report

For whom

The course is open for any student at VAMK or any Partner University regardless of the field of education. Some basic understanding of Project Management is good to have but not mandatory.

Why

Virtual teams are becoming increasingly common. In this course you will learn how to be a successful team member in a virtual team and be more ready for the future way of working.

Time table

The course will start in the beginning of September 2019. It will last for about 16 weeks and it will end by December.

How to study

The course is 100% online and all the information needed will be found in the Portal of VAMK. You need an Internet Connection and a headset for the webinars. You will be registered as a student at VAMK and by getting a student number you will have the rights to use all our computer programs and tools.

How to apply

You can apply by getting in contact with the International Coordinator Ms. Kerstin Berg, email: kerstin.berg@vamk.fi

Information about the course

Senior Lecturer Business Information Technology
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Time table

Task Name	Duration	Start	Finish	Sep '19				Oct '19				Nov '19				Dec '19			
				26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9
1 Phase 1	56 days	2.9.2019	27.10.2019																
2 Understanding virtual team management	14 days	2.9.2019	15.9.2019																
3 Managing virtual teams; management styles	14 days	16.9.2019	29.9.2019																
4 Tools and Methods	14 days	30.9.2019	13.10.2019																
5 Building virtual teams	14 days	14.10.2019	27.10.2019																
6 Phase 2	56 days	28.10.2019	22.12.2019																
7 Sprint 1 - Creating a Project Plan	14 days	28.10.2019	10.11.2019																
8 Sprint 2 - Creating a team task board; Team work	14 days	11.11.2019	24.11.2019																
9 Sprint 3 - Team work; Submitting a status report	14 days	25.11.2019	8.12.2019																
10 Sprint 4 - Team work; Submitting the Report	14 days	9.12.2019	22.12.2019																
11																			

Part 1 - Understanding virtual team management

Learning Outcome

The student get a deeper understanding for the special skill set that is needed in virtual teams which differs from managing more traditional face-to-face teams. The student will learn to recognize diversity challenges in virtual teams.

Part 2 - Managing virtual teams; management styles

Learning Outcome

The student will learn to put up strategies and learn how to apply them to make the virtual team successful. The student will get to discuss different management styles and to do some reflecting on how to manage virtual teams.

Part 3 - Tools and Methods

Learning Outcome

The student will become acquainted with various tools that one can use when working in virtual teams. The idea is to get an overview of what tools are available and what is needed to put them into use. The student will use selected tools later in the upcoming team assignment. In this course special emphasis will be placed on (1) team communication, (2) time management and (3) collective editing of ideas and/or documents.

Part 4 - Building virtual teams

Learning Outcome

The student will get new insights in the challenges of virtual teams. The student will get a deeper understanding for the principles of successful virtual teams. Prior to this part the teams for the team assignment are built and the team will be able to establish the rules for communication in able to be ready to work with the team assignment later.

Sprint 1 - Creating a Project Plan

Learning Outcome

The student will work in teams and will be able to apply their knowledge in practice. The team work independently and during sprint 1 the team will deliver a project plan for the research report.



Sprint 2 - Creating a team task board; Team work

Learning Outcome

The student will work in teams and will be able to apply their knowledge in practice. The team work independently and during sprint 2 the team will have done the WBS and also found the tasks for the team assignment and started working on the research report. The team has discussed how to communicate and agreed on a communication plan. It is up to each team member to stick to the plan.

Sprint 3 - Team work; Submitting a status report

Learning Outcome

The student will continue working in teams applying their skills and practicing using the tools. The deliverable for this sprint is a status report

Sprint 4 - Team work; Submitting the Report

Learning Outcome

The student will finish the team assignment by submitting the final report. The students will be asked to reflect on the team process both as a team and individually. The student will be able to give course feedback which will be considered as part of the learning process.