



FUELing Virtual PM Teams

Keeping Team Fires Burning Across Oceans

KNOWLEDGE

CONFIDENCE

RELIABILITY

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Today's Road Map FUEL for the Virtual Team

FRIENDLINESS – The Focus for Working with your Virtual Team

UNDERSTANDING – Projects, Personalities, and Cultures

ENERGY – Communication is Key

Learning – Expand Your
World View

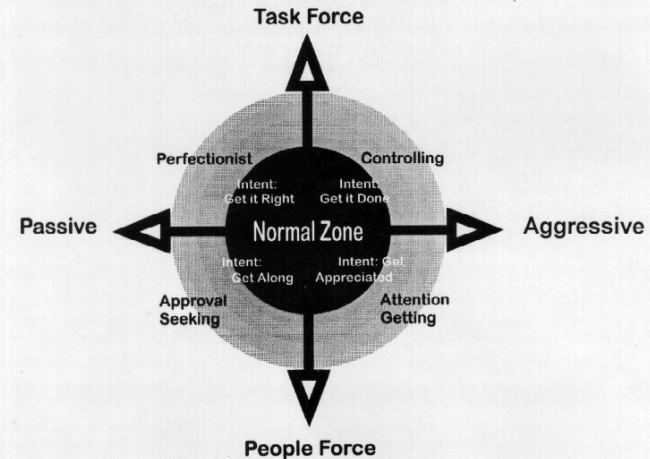


FRIENDLINESS

Being Friendly and Getting Along is a Critical Success Factor For MOVING FAST in a Virtual Team

Find the Positive Intention In Other's Behavior (the rose colored glasses "thing")

The world is but a reflection of your soul



Friendliness Tactics for Positive Long Term Results

Observe Without Assumptions or Judgment *Objective Observation - I see, I hear, I taste, I smell, I sense. Not assumptions or judgment – Examples - this is dangerous, fruitless, great, you don't know what you are doing.*

Example – I heard you say that Jared was “sucking up to me.”

State Your Feelings about Your Observation. *Example – My feelings get hurt when people say negative things about how other people interact with me. I am also concerned about how negative perceptions impact the team and slow down our ability to achieve the goals we have set out to achieve.*

Identify What You Need. *Example – I need people who work together to get along.*

Request Actions the Other Person Can Take For You To Meet Your Needs.

Example – Please find the positive intention in other's behavior and refrain from sharing your negative perceptions about others with me or others on our team.

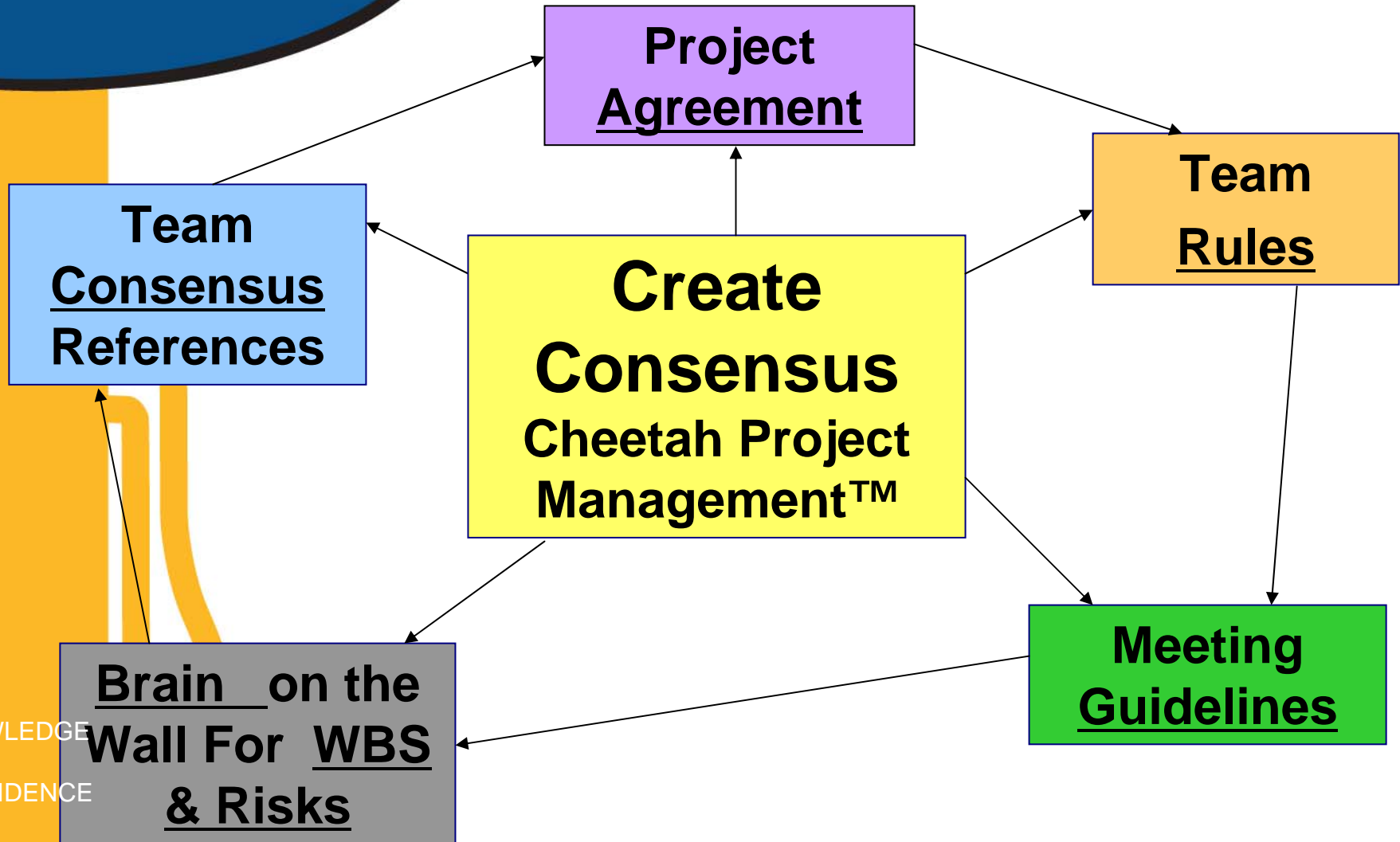
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UNDERSTANDING

Projects, Personalities, Culture



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PROJECT AGREEMENT



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Six Page Template

Download - Free

Project Agreement

Creators

Team Roles

Contents

Constraints

Scope

Risk Tolerance

Communication

Responsibilities

Time Commitment

Resources

Priorities

Spending Limit

Deadline

Importance

Experience

Milestone Reviews

Project Status Reports

Other Projects

Project Objective

Business Case

Customer Acceptance Criteria

Project Boundaries

Customer Problems

Customer Requirements

Project Manager

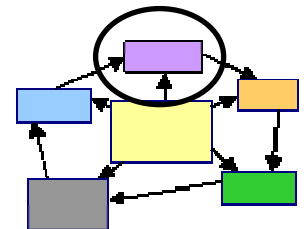
Team Members

Sponsor

Customers

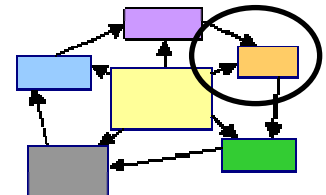
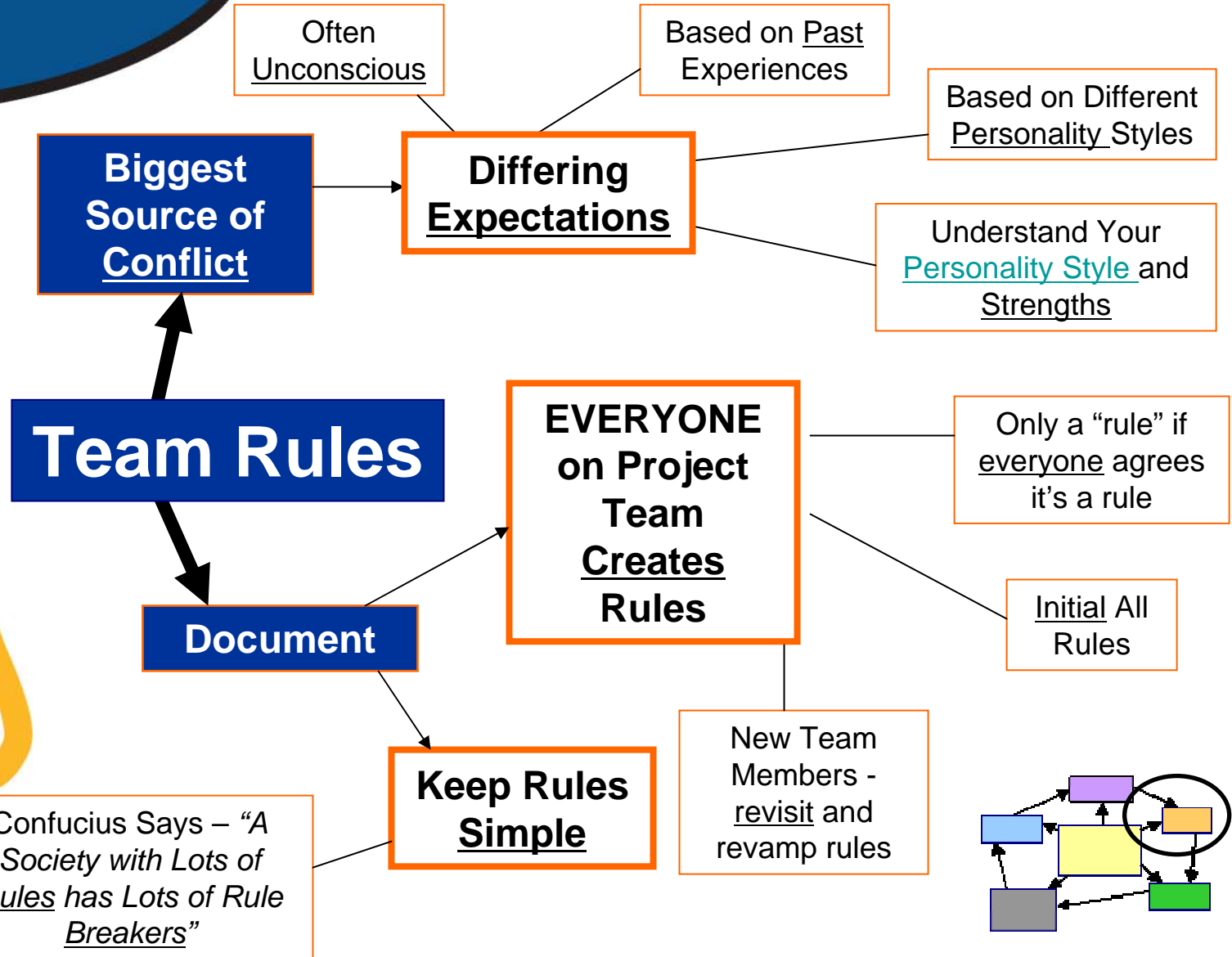
Stakeholders

Vendors





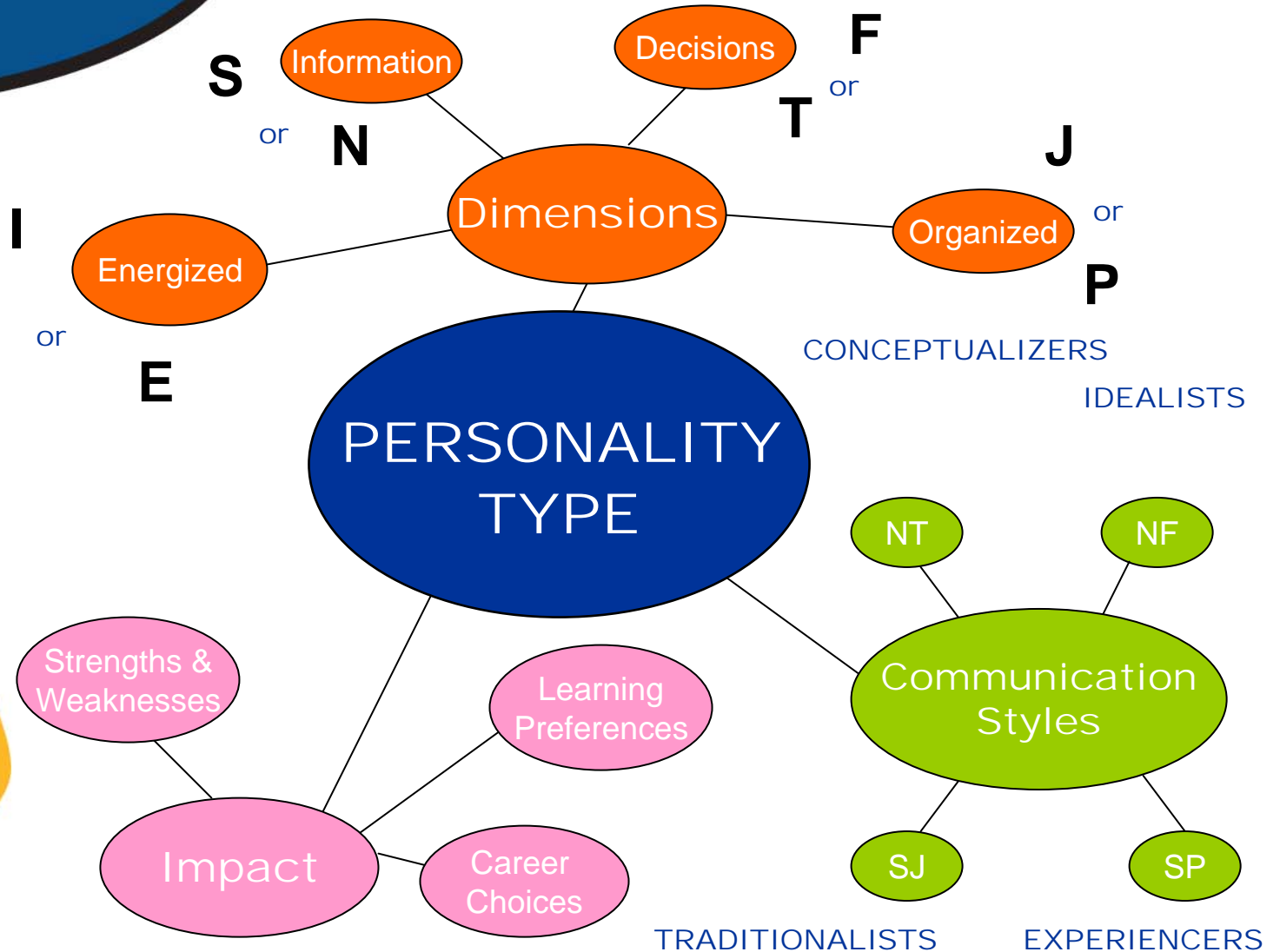
TEAM RULES



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PERSONALITY CHARACTERISTICS



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CROSS CULTURAL UNDERSTANDING

How is culture shaping your own reaction and how can you see things from the other point of view?

(Adapted from the APMU Website)

1. Communication Styles – Understand Biases
2. Attitudes Toward Conflict – Confrontive, avoidance, face saving.
3. Approaches to Completing Tasks – Relationships develop first or over time?
4. Decision Making Styles – Consensus, Majority Rule, Hierarchies
5. Attitudes Toward Disclosure – Grasp nuances in privacy practices.
6. Approaches to Knowing – Measurement (Cognitive), Symbolism, Transcendence.

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ENERGY

Communication Strategies and Tactics
to Keep the Virtual Team Energized

Virtual Velocity

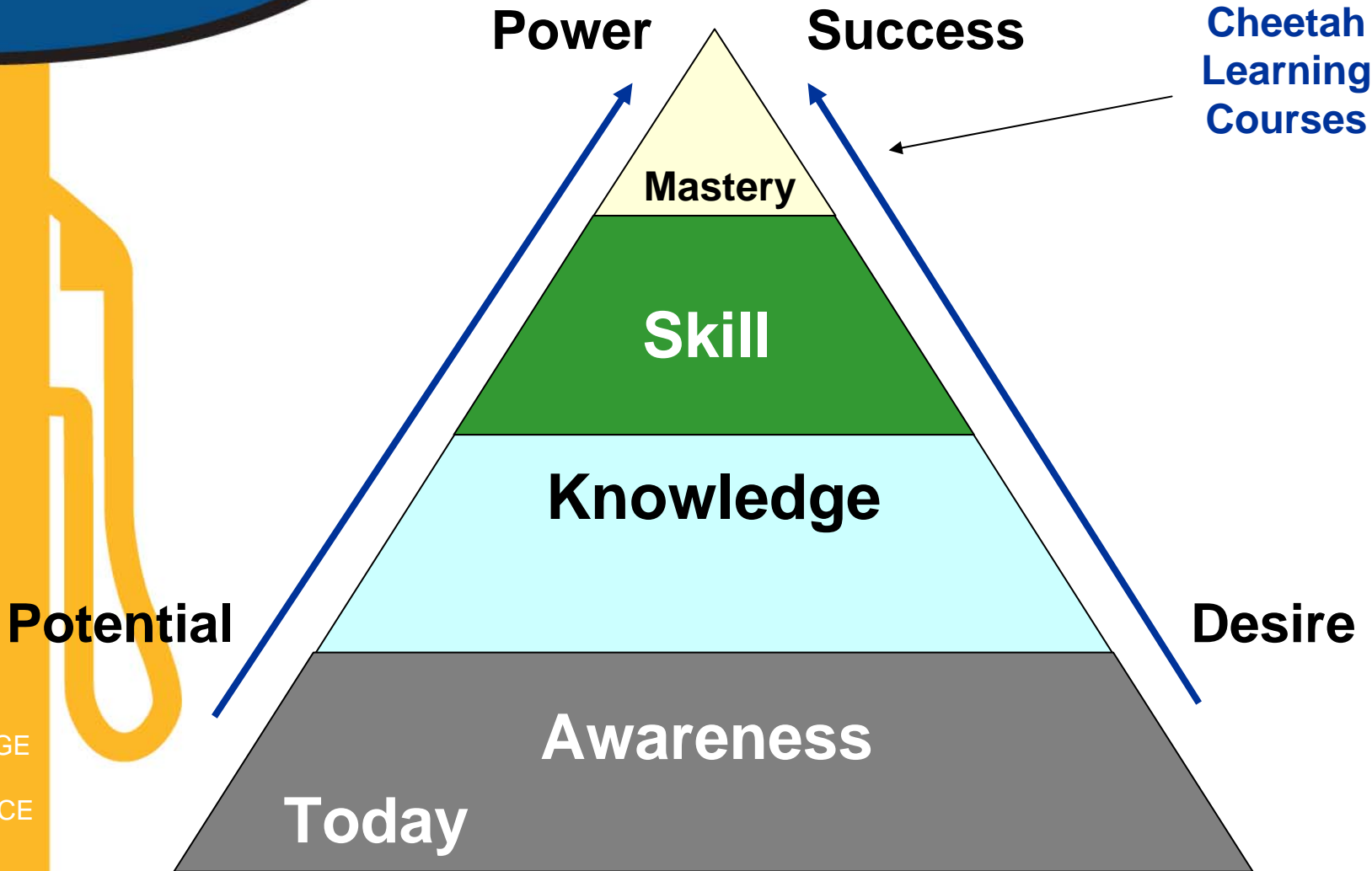
1. Grow trust with clear expectations
2. Manage Results, Not Activities
3. Schedule Regular Communications
4. Create Communication that Saves Time, Not Kills it.
5. Create Standards that Build a Cohesive Culture
6. Rules of Responsiveness for Communication

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CHEETAH LEARNING LEVELS OF LEARNING



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LEARNING

Identify what you want to learn from your teammates.

Independently find resources to learn more and ask your teammates for references.

Take time to reflect on what you have experienced and what you have learned.

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FUEL for the Virtual Project Team



Keep the Team Fires Burning Across Oceans

4. Learning

**Leverage the unique opportunities to expand
your world view**

3. Energy

**Communication Strategies and Tactics
to Keep the Team Energized**

2. Understanding

Projects, Personalities, and Cultures

1. Friendliness Focus

Commit to working together in a positive and inspiring style

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Webinar Bonus

10 percent discount for Cheetah Virtual Project Teams Online Course. 20 PDUs.

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Use promotion code – fuel. Valid through April 2008.

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