



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

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Nairobi - Kenya

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Future-Ready Project Management: Remote, Hybrid & Digital Collaboration

Duration: 10 days

On-Site

01 Who Should Attend

- Digital Transformation Professionals
- Consultants and Freelancers managing projects remotely
- NGO and Development Programme Professionals
- Government and Public Sector Project Officers
- Managers responsible for distributed teams
- Professionals transitioning to remote or hybrid project management
- Organisations implementing digital project management practices

02 About the Course

As organisations increasingly operate across different locations and time zones, project teams must be able to coordinate activities, communicate effectively, manage deadlines, share information, monitor performance, and maintain accountability without relying on traditional office-based interactions.

This course provides participants with practical approaches for managing remote project teams while leveraging **digital collaboration, communication, task management, document sharing, virtual meeting, and project management technologies**. Participants will learn how to build productive virtual teams, establish effective digital workflows, manage remote risks, maintain visibility of project progress, and foster collaboration across geographical boundaries.



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03 Workshop Objectives

- Understand the unique challenges of remote project management.
- Master essential collaborative tools for communication and task tracking.
- Develop effective strategies for leading a remote team.
- Implement best practices for asynchronous communication.
- Create and manage digital workflows for maximum efficiency.
- Foster a positive and engaged virtual team culture.
- Conduct effective virtual meetings and workshops.
- Use collaborative platforms for real-time problem-solving.
- Manage project documentation in a distributed environment.
- Navigate security and data privacy in a remote setting.

04 Module Topics

Module 1: Foundations of Remote Project Management

- The paradigm shift to remote work
- Unique challenges and opportunities in remote teams
- The importance of trust and transparency
- Creating a remote-friendly project charter
- Setting clear expectations and communication norms

Module 2: Mastering Communication Platforms

- Using Slack and Microsoft Teams for real-time communication
- Best practices for asynchronous communication with email
- Leveraging video conferencing tools for team meetings
- Using collaborative whiteboards like Miro and Mural
- Establishing a communication cadence for your team

Module 3: Project Tracking with Digital Tools



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- Overview of popular project management platforms
- Setting up projects in tools like Jira, Asana, and Trello
- Creating and assigning tasks to remote team members
- Monitoring project progress and timelines
- Using dashboards for a high-level overview

Module 4: Virtual Team Leadership

- The skills of a successful remote leader
- Building rapport and trust from a distance
- Motivating and empowering a distributed team
- Delegating effectively and holding team members accountable
- Handling conflict resolution virtually

Module 5: Workflow Automation

- Automating repetitive tasks with platform integrations
- Setting up rules to streamline workflows
- Using templates for consistency
- Creating automated reports and summaries
- Minimizing manual work to focus on high-value tasks

Module 6: Running Effective Virtual Meetings

- Best practices for meeting preparation and agendas
- Techniques for keeping participants engaged
- Using virtual tools for brainstorming and decision-making
- Facilitating productive workshops and retrospectives
- Documenting and sharing meeting outcomes

Module 7: Asynchronous Collaboration



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- When to use asynchronous versus synchronous communication
- Tools and techniques for effective async work
- Minimizing interruptions and maintaining focus
- Creating a culture that values deep work
- Managing feedback and approvals asynchronously

Module 8: Project Documentation and Knowledge Management

- Using platforms like Confluence or Google Docs
- Creating a central source of truth for all project information
- Ensuring easy access to documents for all team members
- Best practices for version control and document organization
- Capturing and sharing lessons learned remotely

Module 9: Risk Management in Remote Projects

- Identifying unique risks for distributed teams
- Mitigating communication breakdowns and security threats
- Planning for technology and connectivity issues
- Creating a clear crisis communication plan
- Building team resilience to unexpected challenges

Module 10: Performance Monitoring and Reporting

- Tracking individual and team performance remotely
- Using built-in analytics and reports
- Creating custom dashboards for stakeholders
- Conducting virtual performance reviews
- Presenting project status and key metrics

Module 11: Fostering a Healthy Remote Team Culture



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- Planning virtual team building activities
- The importance of social interaction and informal chats
- Promoting work-life balance and preventing burnout
- Creating rituals and traditions for your team
- Recognizing and celebrating achievements from afar

Module 12: Security and Data Privacy

- The essentials of data security for remote teams
- Protecting sensitive project information
- Using secure file sharing and password management tools
- Navigating compliance and regulatory requirements
- Best practices for a secure remote setup

Module 13: Client and Stakeholder Management

- Running virtual client meetings and presentations
- Managing expectations and building trust with stakeholders
- Providing transparent and timely updates
- Using collaborative tools to keep clients informed
- Handling virtual contract and scope changes

Module 14: Case Studies and Scenarios

- Analyzing successful remote project examples
- Group exercises on real-world challenges
- Role-playing different remote communication scenarios
- Learning from common remote project failures
- Developing solutions to complex virtual problems

Module 15: Adapting to Agile in a Remote Context



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- ▶ Running Scrum ceremonies virtually
- ▶ The challenges of sprint planning from a distance
- ▶ Using tools to support Agile workflows
- ▶ Conducting remote retrospectives
- ▶ Maintaining the Agile mindset in a distributed team