

# PROJECT MANAGEMENT ESSENTIALS™

For the *Unofficial* Project Manager

## Introducing FranklinCovey's Newest Offering!

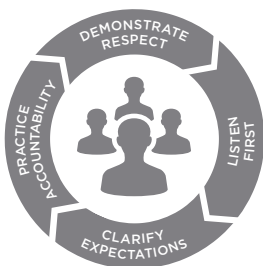
Today's knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale.

This one- or two-day work session will help participants consistently complete projects successfully. They will learn to implement a disciplined process to execute projects and to master informal authority.

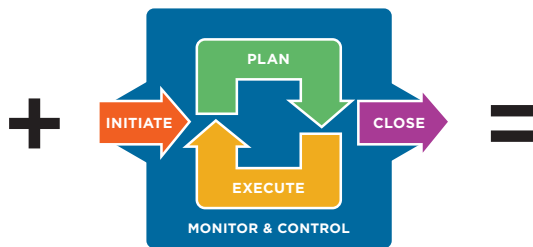


## People + Process = Success

Project management isn't just about managing logistics and hoping the project team is ready to play to win. The skills of "informal authority" are more important than ever before, so team members are inspired to contribute to project success!



PEOPLE



PROCESS

= **SUCCESS**

SUCCESSFUL PROJECT  
MANAGEMENT

*Project Management Essentials for the Unofficial Project Manager™* will provide the mindset, skillset, and toolset that will consistently deliver successful projects to completion. The content can be delivered online via a virtual classroom or in a traditional classroom setting.

As a result of this Work Session, participants will be able to:

## FOUNDATION

- Understand that consistent project success depends on processes and people.
- Implement Four Foundational Behaviors that inspire their team members to execute with excellence.

## INITIATE

- Identify project stakeholders.
- Establish clear and measurable project outcomes.
- Create a well-defined project scope statement.

## PLAN

- Identify, assess, and manage project risks.
- Create a realistic and well-defined project schedule.

## EXECUTE

- Hold team members accountable to project plans.
- Conduct consistent team-accountability sessions.

## MONITOR & CONTROL

- Create a clear communication plan around their project that includes regular project status reports and project changes.

## CLOSE

- Reward and recognize the contributions of project team members.
- Formally close projects by documenting lessons learned.

### PARTICIPANT KIT



- Participant Guide
- Pocket Card Set
- USB Drive
- Colored Pens
- Sticky Notes
- Pre- and Post-Assessments



### Project Management Institute Registered Education Provider

FranklinCovey is a Registered Education Provider (REP) of the Project Management Institute (PMI), the world's largest membership association for the project management profession. We offer training to satisfy the project management education requirement for PMI Certifications as well as Professional Development Education units (PDU) needed by PMI credential holders.

Webinar Session	Core Competencies	Participants will be able to:
Session 1	<b>FOUNDATION</b>	<ul style="list-style-type: none"> <li>Define a project.</li> <li>Establish reasons why projects fail and the cost of failure.</li> <li>Explain project success.</li> <li>Learn the four Project Management Foundational Behaviors and the Project Management Framework.</li> </ul>
Session 1	<b>INITIATE</b>	<ul style="list-style-type: none"> <li>Learn the mind-set, skill-set, and tool-set of Initiate.</li> <li>Identify project stakeholders and key stakeholders.</li> <li>Conduct a Key Stakeholder Interview.</li> <li>Identify project constraints.</li> <li>Create a Project Scope Statement.</li> <li>Create a shared vision and expectations with the project team.</li> </ul>
Session 2	<b>PLAN</b>	<ul style="list-style-type: none"> <li>Learn the mind-set, skill set, and tool-set of Plan.</li> <li>Assess risks and create a risk-management strategy.</li> <li>Use the Project Schedule and Work Breakdown Structure tools.</li> <li>Sequence activities and identify and assign resources to them.</li> <li>Identify and manage the critical path.</li> <li>Determine how to best communicate with project stakeholders.</li> </ul>
Session 3	<b>EXECUTE</b>	<ul style="list-style-type: none"> <li>Learn the mind-set, skill-set and tool-set of Execute.</li> <li>Guide the team to complete a project.</li> <li>Conduct an effective Team Accountability Session (TAS).</li> </ul>
Session 3	<b>MONITOR &amp; CONTROL</b>	<ul style="list-style-type: none"> <li>Learn the mind-set, skill-set, and tool-set of Monitor &amp; Control.</li> <li>Monitor project activities and make needed adjustments.</li> <li>Identify obstacles with the Project Status Report tool.</li> <li>Keep key stakeholders informed of project progress.</li> <li>Manage project changes.</li> </ul>
Session 3	<b>CLOSE</b>	<ul style="list-style-type: none"> <li>Formally close a project.</li> <li>Identify lessons learned; measure success to improve processes.</li> </ul>