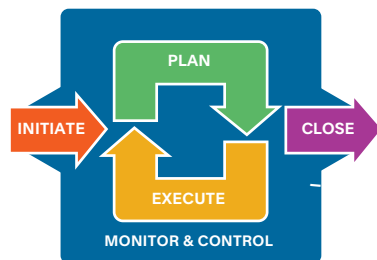
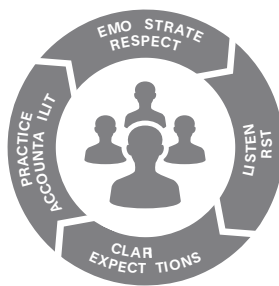


PROJECT MANAGEMENT ESSENTIALS

U P M



SUCCESS

Project Management Essentials for the Unofficial Project Manager will provide the mind-set, skill set, 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 Behaviours that inspire their team members to execute with excellence.

INITIATE

- Identify a project's 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 recognise the contributions of project team members.
- Formally close projects by documenting lessons learned.

PARTICIPANT KIT



- Participant Guide
- Pocket Card Set
- USB Drive
- Coloured Pens
- Sticky Notes

For more information about FranklinCovey's *Project Management Essentials For the Unofficial Project Manager*, contact us at 1800 786 346 or email info@franklincovey.com.au.