

# PROJECT MANAGEMENT ESSENTIALS™

For the *Unofficial* Project Manager

## Do Your Team Members Take on Project Management Roles?

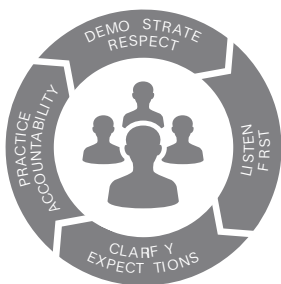
Today's knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organisations time, money, and employee morale.

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



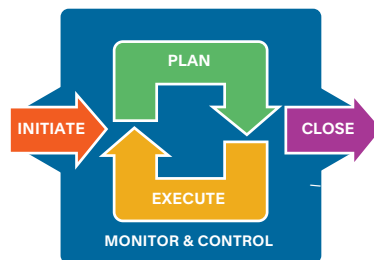
## People + Process = Success

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 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 0800 475 078 or email [info@franklincovey.co.nz](mailto:info@franklincovey.co.nz)