

# PROJECT MANAGEMENT ESSENTIALS™

For the *Unofficial* Project Manager

## Introducing FranklinCovey's Newest Offering

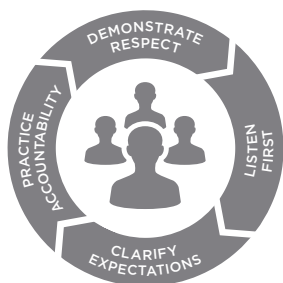
Today's knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale.

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

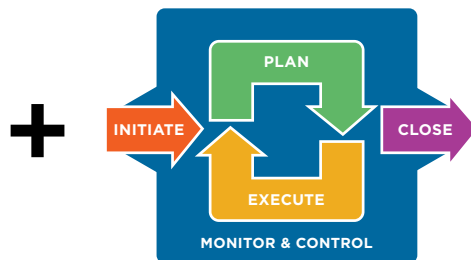


## People + Process = Success

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.

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 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 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



### 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 (PDUs) needed by PMI credential holders.

For more information about FranklinCovey Programs in Kenya, contact [info@raiser.co.ke](mailto:info@raiser.co.ke) or call 020 2712164/5/7, 0722 662 072 or 0733 418 041. You may also visit: [www.raiser.co.ke](http://www.raiser.co.ke)