

PROJECT MANAGEMENT ESSENTIALS™

For the *Unofficial* Project Manager

Should your team add “Unofficial Project Manager” to their business cards?

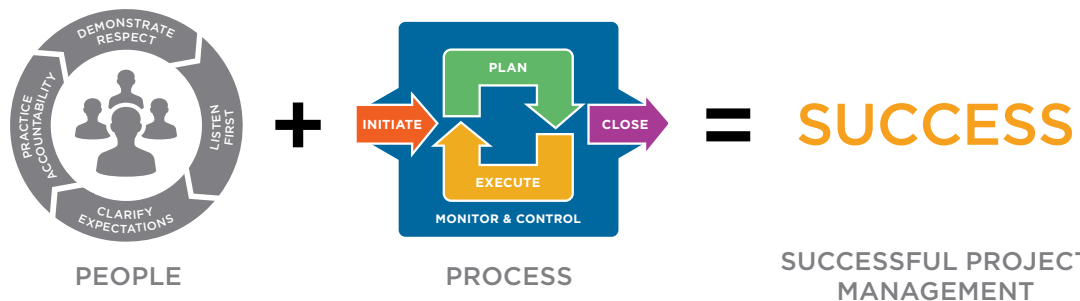
Today’s knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale.

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!



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.

For more information about FranklinCovey's *Project Management Essentials For the Unofficial Project Manager*, contact your client partner or call 1-888-705-1776. You may also visit www.franklincovey.com/productivity/projectmanagementessentials.