Project Management Workshop

“We are what we repeatedly do. Excellence then, is not an act, but a habit.”
—Aristotle

FranklinCovey’s Project Management Workshop
1. Develop a smart project plan.
2. Execute the right tasks at the right time, thereby decreasing project costs.
3. Obtain and strengthen buy-in from team members and stakeholders.
4. Learn how to recognize potential problems and issues, allowing an opportunity to course-correct.

Challenge:
Do all of your employees know how to effectively visualize, plan, implement, and close a project?

Because projects are the means to achieving your organization’s goals, great project management is not a skill that can be left to chance. If developed and applied effectively to each project in your organization, skillful project management can mean the difference between mediocre and phenomenal results.
Two-Day Workshop

The two-day training is ideal for project managers and coordinators who work on more complex projects and whose jobs are increasing in responsibility.

When attending the two-day workshop, participants will learn all of the skills from the one-day training. In addition, they will:

- Process the projects they bring to the workshop.
- Analyze complex projects using additional resources such as Gantt charts and project-initiation tools.
- Learn to balance constraints: time, schedule, and resources.
- Identify ways to control and track communication.
- Analyze project-related risks and create a “hotspots” plan.

One-Day Workshop

The one-day training is ideal for those with no previous project-management training as well as those who are taking on an increasing number of project-oriented assignments.

After attending the one-day training, participants will be able to:

- Use interview tips with key stakeholders.
- Create a clear vision statement that reflects key stakeholder buy-in and expectations.
- Break a project into manageable pieces to create a plan and a timeline.
- Ensure that appropriate “go” or “no-go” decisions are made during the process.
- Coordinate a project’s workload into weekly and daily schedules.
- Close projects by evaluating success and identifying future improvements.

**Why Skillful Project Management Matters**

Many organizations face out-of-control costs brought on by projects that are past deadline, over budget, and that require more resources than originally projected. To make matters worse, some projects aren’t even fully aligned with an organization’s top goals and priorities. Imagine how truly effective your organization would be if its critical projects were created according to your top goals, and then executed in the most effective ways possible.

**The Solution:**

**FranklinCovey’s Project Management Workshop**

This workshop teaches a four-step process for skillfully managing small or large projects: Visualize, Plan, Implement, and Close. This proven approach helps project managers and their teams develop and deliver high-quality projects on time and within budget. This workshop is taught as a one- or two-day facilitator-led process, and encourages attendees to focus on their own current projects for a truly hands-on experience.

**Strategic-Planning Pyramid**

To be successful, each project should be driven by your mission, vision, values, and goals.

Both the one- and two-day FranklinCovey Project Management workshops have been reviewed and approved by the Project Management Institute—the industry body that awards the PMP (Project Management Professional) certification. Participants may also receive continuing-education credit for attendance.

Help every individual in your organization keep your project moving forward.

For more information about FranklinCovey’s Project Management Workshop, contact your FranklinCovey Client Partner or call 1-888-705-1776 to be put in touch with someone in your local area who can answer any questions.