

TIME	MODULE	AS A RESULT OF THIS WORK SESSION, PARTICIPANTS WILL BE ABLE TO:
8:30 a.m. – 9:25 a.m.	<b>FOUNDATION</b>	<ul style="list-style-type: none"> <li>• Understand that consistent project success depends on processes and people.</li> <li>• Implement four foundational behaviors that inspire team members to execute with excellence</li> </ul>
9:25 a.m. – 11:20 a.m.	<b>INITIATE</b>	<ul style="list-style-type: none"> <li>• Identify a project’s stakeholders</li> <li>• Establish clear and measurable project outcomes</li> <li>• Create a well-defined project scope statement</li> </ul>
11:20 a.m. – 2:30 p.m.	<b>PLAN</b>	<ul style="list-style-type: none"> <li>• Identify, assess and manage project risks</li> <li>• Create a realistic and well-defined project schedule</li> </ul>
2:30 p.m. – 3:40 p.m.	<b>EXECUTE</b>	<ul style="list-style-type: none"> <li>• Hold team members accountable to project plans</li> <li>• Conduct consistent team accountability sessions</li> </ul>
3:40 p.m. – 4:00 p.m.	<b>MONITOR &amp; CONTROL</b>	<ul style="list-style-type: none"> <li>• Create a clear communication plan that includes regular project status reports and project changes</li> </ul>
4:00 p.m. – 4:30 p.m.	<b>CLOSE AND COMMITMENTS</b>	<ul style="list-style-type: none"> <li>• Reward and recognize the contributions of project team members</li> <li>• Formally close a project by documenting lessons learned</li> </ul>