



## Project Management Essentials™

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 workshop 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 mind-set, skill set, and toolset that will consistently deliver successful projects to completion.

As a result of this workshop, participants will be able to:

<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 their team members to executive with excellence.</li> </ul>
<b>INITIATE</b>	<ul style="list-style-type: none"> <li>• Identify project stakeholders.</li> <li>• Establish clear and measurable project outcomes.</li> <li>• Create a well-defined project scope statement.</li> </ul>
<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>
<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>
<b>MONITOR &amp; CONTROL</b>	<ul style="list-style-type: none"> <li>• Create a clear communication plan around their project that includes regular project status reports and project changes.</li> </ul>
<b>CLOSE</b>	<ul style="list-style-type: none"> <li>• Reward and recognise contributions of project team members.</li> <li>• Formally close projects by documenting lessons learned.</li> </ul>



For more information, please contact FranklinCovey Singapore at (65) 6819 9400 or email to [info@franklincovey.com.sg](mailto:info@franklincovey.com.sg).

**Time: 9am to 3pm** (There will be 3 sessions in a day and each session is about 90minutes)  
**Program Fee: S\$550.00 per pax (\*Prevailing 7% GST applies)**

**If you are interested, you may click on <https://snef.org.sg/digitallearning/> to register!**



In partnership with:



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