

# Project Management Essentials

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## Challenge

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.

## Solution

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 projectsuccess! Project Management Essentials for the Unofficial Project Manager will provide themind-set, skill set, andtoolsetthat will consistently deliver successful projects to completion. This 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.

## About the Course

In *Project Management Essentials*, participants will be able to:

- Understand that consistent project success depends on processes and people.
- Implement Four Foundational Behaviors that inspire their team members to execute with excellence.
- Identify a project's stakeholders.
- Establish clear and measurable project outcomes.
- Create a well-defined project scope statement.
- Identify, assess, and manage project risks.
- Create a realistic and well-defined project schedule.
- Hold team members accountable to project plans
- Conduct consistent team accountability sessions.
- Create a clear communication plan around their project that includes regular project status reports and project changes.
- Reward and recognize the contributions of project team members.
- Formally close projects by documenting lessons learned.

## What you Receive

- Participant Guide
- Pocket Card Set (Quick Reference Cards)
- USB Drive (with templates of the tools discussed in the course)
- Colored Pens
- Sticky Notes

## Schedule and Pricing

[Click here to go to CU Learn to see the next course date.](#)

The price for this course is \$475.

## How to Register

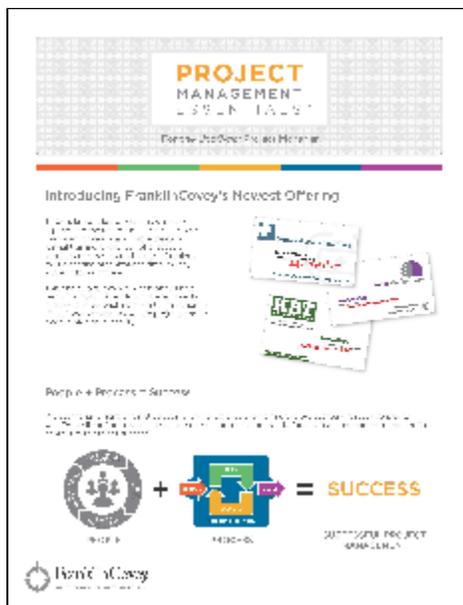
Just follow these steps:

1. Hold down the CTRL key on your keyboard and [click this link](#) to open the registration page in a new tab/window (allowing you to come back to this tab/window for the rest of the instructions). You may need to login with your NetId and password.
2. Click the green "Enroll" button for the course you want to take. If multiple courses are listed, be sure to look at the date for the course you want!
3. When prompted, please put in your account number to be billed for the course tuition, then click "Save"
4. Click "Close"

## After taking the course, here is what your Cornell colleagues are saying about this course:

- In addition to getting all the conceptual depth I'd helped for, the thumb drive of actual forms is exactly what I need! I was hoping to gain the knowledge to start these from scratch, now I can adjust what exists and save time and effort.
- Easy to assimilate, practical, lots of takeaways from processes to language, to methodology, to specific forms and steps/tasks.
- To learn how to dismantle reassess in a logical manner any action plan for a project you're learning, is an invaluable skill to acquire. This course has been very helpful and gives me a track to run on.
- Excellent techniques that I can start using right away. Lots of practical ideas and open discussion about challenges in real world projects and how to approach them.
- As a PM newbie, this class was exactly what I was looking for- a way to get running on this w/tools, processes and knowledge on PM
- Gives a very clear model for organizing and executing projects.
- The second day, everything seemed to come together. I understood better what I want to do with this project and how to do it. More involved than I expected.
- Lots of valuable information and chance to practice what you learn.
- This class is beneficial in many areas of work even if you're not a project manager. Makes you look at the big picture and try to analyze who should be involved and why.
- This course was a good foundation for me as I have never been a PM it was the right amount of info in helping to decide if this is an area I would like to pursue.
- Good material the kit was very helpful with the cards, flash drive, toolkit, etc.
- I learned a lot of valuable info that I will implement and it will make a huge difference in my job. I will be more efficient.
- I am new to this. Great course because it gave the essentials of what needed to be covered and the appropriate time to cover the topics.
- Great job explaining all the details behind the PM process. My work team sees mostly the outward facing PM activities. Understanding how those are built from the ground up is great background info for a team that works mostly on CIT projects.
- Content relevancy, excellent delivery, easy/straightforward techniques for implementation.
- I have had no training in PM, and while I do some of these things it isn't consistent or predictable. Terrific info, very helpful - it is within my ability and influence to do these things. The tools to help me have the conversations are great because I always struggle with this.
- Great intro to basic PM and included many useful tools. Speaking the same language could help our projects move more smoothly. Will improve my output and projects.
- Very interesting, excellent and very knowledgeable teacher.
- Absolutely, perfect. Need to know when the next one is for others in my group.
- Very useful and pertains directly to my role at the University, not only in PM but in daily work interactions.
- Great systems for breaking down even the simplest work/projects and much of it can be used and applied to projects or even a group of tasks. I plan to use it in my projects, but I can also see its value in organizing my other tasks and time frames.
- Every project requires process and this provides real and very practical examples of the "how to's." Not difficult material to comprehend. Very energetic and interesting presentation. The instructor's addition of personal experiences also helps make concrete the info being presented.

Click here to  
Register now



**PROJECT MANAGEMENT SYSTEM TOOLS**  
Franklin Covey's New Offering

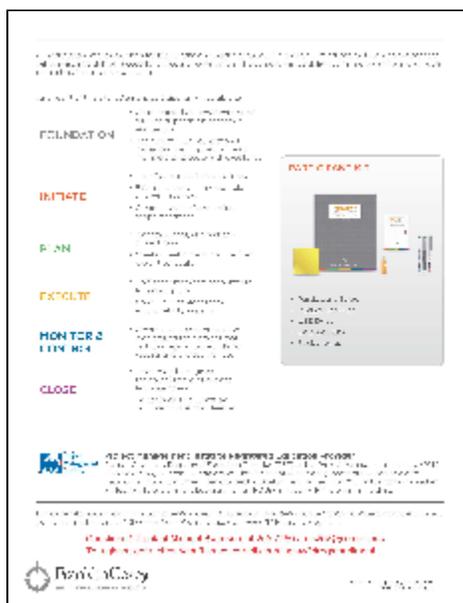
Introducing Franklin Covey's Newest Offering

Franklin Covey's Project Management System Tools is a comprehensive, easy-to-use, and powerful project management solution. It is designed to help you manage your projects more effectively, from start to finish. The system includes a variety of tools and resources that can be used in a variety of ways to meet your specific needs.

People + Process + System = SUCCESS

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**FOUNDATION**

- Define project goals and objectives
- Identify project stakeholders
- Develop project charter
- Obtain project approval

**INITIATE**

- Identify project team
- Assign project roles and responsibilities
- Develop project communication plan

**PLAN**

- Develop project management plan
- Identify project risks
- Develop project budget

**EXECUTE**

- Manage project resources
- Monitor project progress
- Manage project risks

**MONITOR & EVALUATE**

- Track project performance
- Identify project issues
- Manage project changes

**CLOSE**

- Finalize project deliverables
- Obtain project closure approval
- Archive project information

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PROJECT MANAGEMENT		TWO-DAY
		<p><b>AS A RESULT OF THIS WORK SESSION, PARTICIPANTS WILL HAVE WORKED ON THEIR OWN PROJECT AND REPORT TO:</b></p>
DAY 1 9:00 AM - 12:00 PM	<b>FOUNDATION</b>	<ul style="list-style-type: none"> <li>1. Understanding the project lifecycle and the importance of project management</li> <li>2. Identifying the project manager's role and responsibilities</li> <li>3. Understanding the project management process</li> </ul>
DAY 1 12:00 PM - 1:00 PM	<b>INITIATE</b>	<ul style="list-style-type: none"> <li>1. Identifying the project sponsor and steering committee</li> <li>2. Creating the project charter and business case</li> <li>3. Identifying the project manager</li> </ul>
DAY 1 1:00 PM - 2:00 PM	<b>PLAN</b>	<ul style="list-style-type: none"> <li>1. Identifying the project objectives and deliverables</li> <li>2. Developing the project management plan</li> </ul>
DAY 2 9:00 AM - 10:00 AM	<b>EXECUTE</b>	<ul style="list-style-type: none"> <li>1. Identifying the project team and roles</li> <li>2. Identifying the project resources</li> </ul>
DAY 2 10:00 AM - 11:00 AM	<b>MONITOR AND CONTROL</b>	<ul style="list-style-type: none"> <li>1. Identifying the project risks and issues</li> <li>2. Identifying the project communication plan</li> <li>3. Identifying the project reporting system</li> </ul>
DAY 2 11:00 AM - 12:00 PM	<b>CLOSURE</b>	<ul style="list-style-type: none"> <li>1. Identifying the project closure process</li> <li>2. Identifying the project closure deliverables</li> <li>3. Identifying the project closure activities</li> </ul>

Course  
Agenda

[Please click here to download course brochure.](#)

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