# Project Management™—1-Day

## Workshop Timeline | Core Competencies

| Day 1: Morning Introduction | • Welcome.  
|                            | • Workshop overview.  
|                            | • Introductions and expectations.  
|                            | • Action plan. |

| Day 1: Morning Foundational Principles | • The four-step Project Management Process.  
|                                        | • Process vs. project.  
|                                        | • Productivity Pyramid.  
|                                        | • Strategic Planning Pyramid.  
|                                        | • Right-brain/left-brain and whole-brain thinking.  
|                                        | • Project mapping. |

| Day 1: Morning The Project Management Process: Visualize | • Begin With the End in Mind®.  
|                                                         | • Stakeholder needs.  
|                                                         | • Key Stakeholder Interview tool.  
|                                                         | • The project vision statement.  
|                                                         | • Introduction to the Project Task Map tool.  
|                                                         | • Process funnel.  
|                                                         | • Decision points. |

| Day 1: Morning / Afternoon The Project Management Process: Plan | • Seven steps of project planning.  
|                                                               | • Performance factors.  
|                                                               | • Individual projects. |

|                                                           | • Integrating the project with other daily work.  
|                                                           | • Integrating the project into the month.  
|                                                           | • Communication.  
|                                                           | • Meeting Planner tool.  
|                                                           | • Review of simple projects. |

|                                                       | • Problem analysis.  
|                                                       | • Project priorities. |

| Day 1: Afternoon Conclusion | • Team review.  
|                            | • Final action plan.  
|                            | • 21-day experiment. |

For more information about FranklinCovey’s Project Management™ Workshop, contact your Client Partner or call 1-888-705-1776 to be put in touch with someone in your local area.
Continuing Education Credits

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<td><strong>Timing</strong></td>
<td>1 day</td>
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<tr>
<td><strong>Program Level</strong></td>
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<td><strong>Prerequisites</strong></td>
<td>None</td>
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<td><strong>Pre-Work</strong></td>
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<td><strong>Delivery Method</strong></td>
<td>Group / Live</td>
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<td><strong>CPE / CEU credits</strong></td>
<td>7 hours CPE / 6 Contract hours / .6CEU</td>
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