Module #2
"How to Plan and Develop All Projects for On-Time Completion"

SUMMARY
Projects can become overwhelming for numerous reasons. They also often take far too much work on the part of the manager to keep their employees' projects on target. This program teaches simple and easy-to-use techniques and processes designed to complete projects on time and as promised.

What the Attendees Will Learn During This Workshop:
- How to eliminate the overwhelm that projects can create.
- How to get total clarity and buy-in on project assignments.
- How to ensure projects stay on course.
- What to do when projects get off course.
- What factors stop projects from being completed on time.
- How to plan a project for success.
- How to teach employees the success process for projects.

What the Attendees Will Do During This Workshop:
- Get total clarity on an actual project they have at work.
- Determine the completion date of the project.
- Determine how it fits into the strategic plan, mission and vision of the company.
- Turn the project into a S.M.A.R.T. project.
- Plan the project into its sub-projects.
- Plan the sub-projects into the tasks that have to be completed.
- Develop plans to overcome any obstacles preventing completion.
- Develop and conduct a project planning meeting and follow-up meetings.
- Practice tracking employee-assigned projects during the weekly 1-2-1 meeting.
- Use Microsoft Outlook to plan projects.
- Create and conduct a post-project, lessons-learned meeting.
- Celebrate successes.

Major Benefits: All projects are planned out in detail. Money and time are saved as projects get completed on time and as planned. The stress of the "last minute approach" is eliminated. Obstacles are dealt with early.

Logistics:
This training will be presented two times in the same day, as follows:

- 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM (Repeat session)