CIGIE Fellows Cohort Training Activities – February 2021

FranklinCovey Project Management Essentials

On February 9-11, 2021 CFP participants attended a three-day course (2.5 hours each day) to learn about critical steps project managers should follow to deliver highly successful projects, on time and on budget. Through a combination of pre-recorded videos and live instruction, participants learned both effective and ineffective ways to communicate expectations and disappointments with your project team. The content presentation was also supplemented and reinforced with collaborative group work—CFP participants were separated into small groups and sent to Zoom breakout rooms to discuss and apply the concepts learned. The participants also independently completed a benchmark self-assessment for establishing and tracking progress on their own project management skills.

Top Activity Takeaways:

1. "A good system shortens the road to the goal"– Orson Swett Marden. The project management framework includes 4 key steps which are (1) Initiate, (2) Plan, (3) Execute, and (4) Close. The initiate phase is probably the most critical phase because you need to get this right to shape success. This includes having the right mindset to identify all stakeholders, interview key stakeholders, and document the project scope.

2. Identifying all stakeholders is critical to a project's success. A key stakeholder is any person who determines the success or failure of the project. Key stakeholders are critical to engage at the initiation stage and along the way because (1) they control or influence the project's budget, (2) they provide permission to proceed, (3) they directly benefit from or are impacted by the project, (4) they remove roadblocks or exert influence when needed to ensure success, and (5) their positive or negative energy could affect project success.

3. Engage people through consistent and shared accountability. This means create team accountability at all levels and hold performance conversations throughout the project. This can be achieved by having regular check-ins to discuss the project's status in a respectful way by focusing on the project and not the person.