

Project Management: Execution

Overview: While many projects start strong, the initial momentum often fades as the project struggles amid day-to-day challenges and competing organizational priorities. For project managers, it is crucial that their day-to-day execution skills are as effective as their initiation and planning abilities.

Outcomes: Participants in *Project Management: Execution* will return to work with proven techniques for getting the most out of themselves, their teams and their projects in today’s chaotic environments.

1. A framework for focusing the Project Manager’s time and attention on the right day-to-day tasks.
2. Strategies that minimize the risk of reverting to a “lead contributor” rather than *managing*.
3. Tools for assigning and monitoring tasks without becoming a micro-manager.
4. An engineered approach for engaging in the project promotion and communication efforts that are the lifeblood of vibrant projects.
5. Techniques and mind-sets to ensure risks are addressed appropriately – rather than overemphasized, forgotten or ignored.
6. Tips for ensuring the stress of the project does not overwhelm the Project Manager’s ability to function personally or professionally while keeping things from falling through the cracks.

Outline:

Leadership and Promotion	Direction, Coordination and Oversight	Risk and Other Worry Management
<p>Project Management is primarily a leadership skill involving providing a vision for success, inspiring others to believe in that success, thinking strategically and collaborating.</p> <ul style="list-style-type: none"> • The Role of the Project Manager • Leadership vs. Control • Leading All Necessary People • Stakeholder Analysis: Aligning Sponsor, Stakeholders, Your Team and Yourself • Handling Problems • The Challenge of Change 	<p>Securing, protecting and utilizing resources effectively is often the deciding factor between a successful project and just another great idea that never went anywhere.</p> <ul style="list-style-type: none"> • Securing Resources • Optimizing Resources • Protecting Resources • Managing Costs and Schedules • Identifying What Might Change and What To Do About It 	<p>Successful project leaders are able to focus their attention on the concerns, issues and “fires” that routinely pop up and are able to confront these obstacles in a structured and efficient fashion.</p> <ul style="list-style-type: none"> • Why It Is the Project Manager’s Job to Worry • The Philosophy of “Effective Worrying” • What to Worry About • Tools for Risk Management • Managing Issues & Assumptions • The Importance of “Letting Go”

Prerequisites: *Project Management: Initiation and Launch* and *Project Management: Planning*

Duration: Three Days