

KEY ASSOCIATES, INC.

PROJECT LEADERSHIP[®]



Key Associates, Inc. helps leaders and organizations grow through the systematic approach of Right Focus, Right People and Right Execution. Our Project Leadership Program links organizational goals with day-to-day delivery and execution on plans. Designed for anyone who serves in a project lead role, Project Leadership will enhance your ability to: clearly define project objectives, engage others in the implementation of the project and measure progress. This program will help your team, and ultimately your organization, execute with excellence.

Are projects falling through the cracks and not meeting the established objectives?

Are project leaders concerned that cross functional teams are not working together well and that progress is impeded as a result?

Do project leaders and team members understand which decisions they can make and how to stay on track?

If you have answered yes to any of the above questions, the effective execution of your organization's projects may be in serious jeopardy. In our work and research in helping leaders and organizations be more effective, the development and management of projects is critical to the execution of agreed upon plans.

Project Leadership[®] is a part of Key Associates' system of Right Focus, Right People and Right Execution and is rooted in evidence-based practices. This program focuses on four key stages of project management:

1. Planning
2. Implementation
3. Monitoring & Control
4. Wrap-Up

Here are some of the essentials covered:

Planning:

- Define the objective/s
- Define and Negotiate Your Boundary Box
- Build a Shared Responsibility Team
- Review stages of team development and how to conduct effective meetings

Implementation:

- Conduct the team kick-off meeting
- Identify and agree on time, team, activities, resources, and financials
- Agree on precise requirements, goals and objectives
- Define the critical path, schedule milestones, deliverables and approved plan
- Define the project tracking, measurement and status reporting
- Communicate the project: what, how & when

Monitoring & Control:

- Check, measure, monitor, review project progress/deliverables against goals, plan, the Boundary Box
- Identify corrective actions to address issues and risks to get on track again
- Measure team progress and update

Wrap-Up

- Scan for loose ends and address
- Compare results/outcomes to project commitments
- Conduct the final meeting and presentation as required
- Celebrate Success

Target Audience: project leader, project team members, and high potentials

For more information, give us a call at 813-831-9500 or visit our website www.keyassociatesinc.com
Free initial consultations available.



KEY ASSOCIATES INC.
Helping Leaders and Organizations Grow Since 1992