



Competencies that are addressed:

PRIMARY COMPETENCY CATEGORIES:

- **Teamwork—**

Organizes work tasks, people, and resources to deliver most effectively on organization goals.

- **Vision—**

Future-oriented. Develops a future exciting picture of what could and what should be, regardless of what is, for them and their organization.

- **Accountability—**

Demonstrates personal responsibility. Holds self and others accountable for outcomes that are in alignment with the direction of the organization.

RELATED COMPETENCY CATEGORIES:

- **Results Oriented—**

Passionate about winning. Dedicated to achieving all-win solutions to situations.

- **Influence—**

Consistently directs situations and inspires people for an all-win environment.

- **Leadership—**

Drives business results by aligning the vision, mission, and values to enhance business value.

Project Planning

SUMMARY

The ability to plan projects, whether large or small, simple or complicated, is essential in today's business environment. To keep projects from floundering and to keep people from wandering off course, resulting in delayed success, missed deadlines, or failing altogether, you need the tools to successfully guide projects to completion.

CONTEXT

At the end of the day, people make projects happen. While charts and plans provide a roadmap to project success, you must engage your team in buying into the plan and taking responsibility to successfully complete the plan. You must go beyond the project and connect with the people who will use their talents to make the project a success.

This module provides a process for charting and staying the course of a project plan. You will focus on creating a sense of responsibility, identifying strengths, anticipating challenges, and holding team members accountable to ensure successful implementation of the plan.

At the completion of this module, participants will be able to:

- Align projects to the planning process to achieve results
- Create a sense of responsibility and accountability for involved team members
- Use SWOT analysis to identify project plan strengths and overcome challenges

"If you create an environment where the people truly participate, you don't need control. They know what needs to be done and they do it."

—Herb Kelleher

Cofounder, Former Chairman & CEO, Southwest Airlines