

<b>TIME</b>	<b>MODULE</b>	<b>AS A RESULT OF THIS WORK SESSION, PARTICIPANTS WILL HAVE WORKED ON THEIR OWN PROJECT AND BE ABLE TO:</b>
DAY 1 8:30 a.m. – 9:40 a.m.	<b>FOUNDATION</b>	<ul style="list-style-type: none"> <li>• Understand that consistent project success depends on processes and people.</li> <li>• Implement four foundational behaviors that inspire their team members to execute with excellence.</li> </ul>
DAY 1 9:40 a.m. – 1:40 p.m.	<b>INITIATE</b>	<ul style="list-style-type: none"> <li>• Identify their project’s stakeholders.</li> <li>• Establish clear and measurable project outcomes.</li> <li>• Create a well-defined project scope statement.</li> </ul>
DAY 1 1:40 a.m. – 4:30 p.m. DAY 2 8:30 a.m. – 1:00 p.m.	<b>PLAN</b>	<ul style="list-style-type: none"> <li>• Identify, assess and manage project risks.</li> <li>• Create a realistic and well-defined project schedule.</li> </ul>
DAY 2 1:00 p.m. – 2:25 p.m.	<b>EXECUTE</b>	<ul style="list-style-type: none"> <li>• Hold team members accountable to project plans.</li> <li>• Conduct consistent team accountability sessions.</li> </ul>
DAY 2 2:25 p.m. – 3:20 p.m.	<b>MONITOR &amp; CONTROL</b>	<ul style="list-style-type: none"> <li>• Create a clear communication plan around their project that includes regular project status reports and project changes</li> </ul>
DAY 2 3:20 p.m. – 4:30 p.m.	<b>CLOSE AND COMMITMENTS</b>	<ul style="list-style-type: none"> <li>• Reward and recognize the contributions of project team members.</li> <li>• Formally close a project by documenting lessons learned.</li> </ul>