

Project Kickstart

DEFINE IT. ALIGN IT. ACHIEVE IT.



Leadership
Strategies 

Overview

Too many projects fail before they truly start — unclear expectations, undefined scope, uncertain roles, misunderstood risks, and no shared view of success.

This highly interactive workshop gives project leaders a proven approach to start right. Participants learn foundational project management concepts while building a real project charter that establishes alignment, ownership, accountability, and clear measures of success.

Key Topics

- Defining scope (in-scope vs. out-of-scope)
- Clarifying roles, responsibilities, and resource availability
- Identifying risks and mitigation strategies
- Establishing change management expectations
- Applying practical tools and templates immediately

A pre-class survey tailors the learning to participant needs.

Learn How to

- Use a proven process to develop an effective project charter
- Build alignment and commitment across the project team
- Translate charter elements into an actionable high-level project plan
- Apply practical tools through hands-on activities and real-world case work
- Utilize a comprehensive Excel Workbook and Training Guide loaded with examples and templates

Objectives

By the end of this session, participants will:

- Understand and apply essential project management principles
- Build a strong project foundation through a well-defined charter
- Develop planning skills that drive execution and successful outcomes

Ideal For

Executive Sponsors, Project Managers responsible for major strategic initiatives. Whether a new project or to get a troubled project back on track.

- New system implementations (ERP, CRM, WMS, etc.)
- Major process transformation initiatives
- Product development & commercialization
- Operational excellence / continuous improvement programs
- Merger integration / organizational change
- Market research and surveys

Agenda — Full Day (8 Hours)

Duration Options

- Full-Day (8 hours) — preference in person.
- Can be customized for virtual, in-person, or blended delivery formats.

Format

Training offered virtually, in-person, or blended delivery formats.

Morning Session (4 hours)

- Introductions, Workshop Overview
- Results of Participant Pre-Survey
- Project Management Key Concepts
- Project Charter Overview
- Case Study — Team Breakout Build a Charter
- Team Sharing & Discussion

Afternoon Session (4 hours)

- Project Planning key concept and tools
- Case Study — Team Breakout Build a Project Plan
- Team Sharing & Discussion
- Overview Execution & Governance
- Wrap-Up and Q&A