

## PI Project Planning

### Thursday, May 7

8-8:30 a.m.	Breakfast	Room TBD
8:30-9:30 a.m.	<ul style="list-style-type: none"><li>• Welcome and Introductions</li><li>• Process Improvement/Project Management Review, Lean, Six Sigma, Project Management, DMAIC Framework</li></ul>	Room TBD
9:30-10:45 a.m.	<ul style="list-style-type: none"><li>• Team Leadership: Tools, Skills and Styles</li><li>• Building high performing, high functioning teams</li><li>• Facilitation skills</li></ul>	Room TBD
10:45-11 a.m.	Break	
11 a.m.-12:15 p.m.	<ul style="list-style-type: none"><li>• Structuring for success and getting started</li><li>• Project selection</li><li>• Incorporating client requirements</li></ul>	Room TBD
12:15-1:15 p.m.	Lunch	Room TBD
1:15-2 p.m.	<ul style="list-style-type: none"><li>• Change agency</li><li>• Stakeholder analysis</li></ul>	Room TBD
2-4:30 p.m.	Project Planning, Scheduling, Scoping and Budgeting: Drafting Your Project Charter	Room TBD
4:30-5 p.m.	Summary and Day 1 wrap-up	Room TBD

### Friday, May 8

8-8:30 a.m.	Breakfast	Room TBD
8:15-8:30 a.m.	Overnight thoughts	Room TBD
8:30-9:45 a.m.	<ul style="list-style-type: none"><li>• Team selection</li><li>• Personality types</li><li>• Communication styles</li></ul>	Room TBD

9:45-10:15 a.m.	Preparing for the first meeting	Room TBD
10:15-10:30 a.m.	Break	
10:30-10:45 a.m.	Project communications	Room TBD
10:45-11:30 a.m.	Summary and wrap-up	Room TBD
11:30-11:45 a.m.	Program concludes	Room TBD