



## **COUNCIL OF THE INSPECTORS GENERAL ON INTEGRITY AND EFFICIENCY**

### **CIGIE Fellows Cohort Training Activity – August 2022**

#### **Project Management Essentials by FranklinCovey**

From August 9 through 11, 2022, the 2022 CIGIE Fellows Cohort began our leadership development with a three-day course on the essentials of project management. The FranklinCovey course focused on the foundations of project management, which proved to be a helpful refresher as the cohort prepares for rotational assignments within the OIG community.

The cohort met virtually to learn and discuss the five components of the project management framework (Initiate, Plan, Execute, Monitor & Control, and Close). For each component, FranklinCovey focused our discussion on the key questions to be answered; the project management mindset and skillsets to employ; and offered toolsets to assist with managing projects. FranklinCovey concluded each component by showing these project management concepts in operation through an acted-out case study. The discussion allowed the cohort to share our successes and challenges in managing projects.

#### **Top Activity Takeaways:**

- 1.** When given a new project, stop, breath, and then determine a shared, measurable set of expectations. It is critical to identify stakeholders and limitation for the project; and then interview the key stakeholders to ensure the project scope is clearly defined and agreed upon by key stakeholders.
- 2.** Communication is critical within each of the framework's components:
  - Initiate: Interviewing Key Stakeholders
  - Plan: Developing a Communication Plan
  - Execute: Providing Performance Feedback
  - Monitor & Control: Report Project Status
  - Close: Document and Share Lessons Learned
- 3.** Do not forget to close out the project. We often focus on the next project, but it is important to pause and measure success and get better for the next project