



Effective Teams Phase II: Project Management Tools We Will Use

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	Franklin Covey	Training Design Team	Effective Teams Phase I
Defined Project Management Phases	✓	✓	
Connecting Daily Tasks with SFA U mission	✓		
Mind Mapping Techniques	✓		✓
Defining Project Kick Off Activities	✓	✓	
Stakeholder Analysis	✓	✓	✓
Project Vision	✓		✓
Project Planning	✓	✓	
Milestone and Timeline Development			✓
Workplanning Steps	✓	✓	
Analyzing Budget and Scope	✓	✓	
Communication Strategy		✓	
Risk Assessment	✓		
Defining Roles and Responsibilities	✓	✓	✓
Conducting Effective Meetings	✓		✓
Team Decision Making			✓
Project Evaluation Tools	✓	✓	✓