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PRIORITIZE™

Priority Management Activity

Putting Order to Your Project's To-Do List



- ✓ Kick off a project in an organized fashion
- ✓ Organize and prioritize project tasks in a structured manner
- ✓ Establish deadlines by resource
- ✓ Highlight training needs to complete the project
- ✓ Generate realistic data create a project schedule

Welcome to PRIORITIZE!



Dear Colleague,

Are your project managers able to organize the project resources across the organization?

All organizations – whether small, medium, or large – share the same need to fully understand a project’s scope prior to having project team members spending valuable time on their tasks. Usually there is one person responsible for driving and managing a project for the organization. This person can be an employee, a supervisor, or a manager. I call this person the “Project Leader.”

PRIORITIZE, the priority management activity, is designed for project leaders who see the value of involving their project team in project launch preparations, along with open communication concerning what it will take to effectively complete the project.

Unlike other activities that require extensive consulting, days of employee time, and excessive costs, PRIORITIZE allows a project leader and project team to prepare for an upcoming project in a fraction of the time...at a fraction of the cost.

Not only do the Project Leaders appreciate PRIORITIZE, so do the team members. Conducting a session as the first step to launching a large project, project team members value the communication opportunities that PRIORITIZE provides. They also appreciate that their ideas, issues, and insight play an active role in the session results.

I am sure that once you plan an upcoming project using PRIORITIZE, you will quickly find multiple ways to put it to work for you and experience the many benefits.

Sincerely,

Patrick Seaton
President

Putting Order to Your Project's To-Do List

When you are the champion for a large, complicated project, where do you start? Do you know what your resource capabilities are? Do you know what skills or training are needed to complete the tasks? How do the to-do tasks interplay and depend on each other?

Finding the answers can make the difference as to whether your organization moves ahead...or falls behind.

PRIORITIZE can help.

PRIORITIZE is a priority management activity that helps you take a project's laundry list of to-do items and put them in a prioritized order, by resource. The result? By methodically reviewing resource capacities, skills, training needs, task interdependencies, and deadlines, a project can get off the ground in a much more organized and efficient manner.

With PRIORITIZE, you can conduct a *complete priority analysis in as little as four hours.*



Meet the Challenges of Today's Ever-Changing World

In today's fast-paced world, change is the only constant.

How you plan for those changes can be anything but constant. PRIORITIZE helps you and your employees embrace change and go into strategic, complex projects with more confidence and clarity...maximizing efficiencies and minimizing anxiety.

PRIORITIZE provides managers structure and methodology in areas such as:

- ✓ Project management and implementation
- ✓ Special event preparation
- ✓ Creating a new department from scratch
- ✓ Opening a new office
- ✓ Merging two groups into one team
- ✓ Integrating businesses after an acquisition

The Activity in Action

Software Growing Pains

Your organization has been growing nicely over the recent years. However, things have grown so much that several of your infrastructure systems have become overworked and too small for your needs. The time has come to replace the old software system that served you well, but now needs to be replaced.

What to do first? There are so many things to consider from selection to approval and from installation and conversion. Although you will enlist the services of your software vendor, there is still much work to be done by your staff. How to get everybody aligned and working on their tasks in the priority order that will support the overall project deadline?

By conducting a PRIORITIZE session and aligning that to the overall project plan, your staff will gain a significant amount of clarity, allowing them to move forward with confidence. Save time, minimize anxiety, and meet deadlines.

Begin Managing the Future... Today

PRIORITIZE helps managers identify and address a variety of organizational challenges.

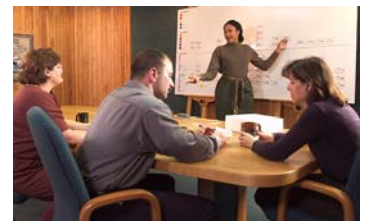
PRIORITIZE is more than a one-time activity – it provides the framework for a process of employee renewal. To reap maximum benefits, use PRIORITIZE in your department each time you launch a substantial project that has a long list of tasks to complete, and one that affects several people, departments, or impacts processes. Getting all to-do items on the open, assessing available resources and skills, and looking at deadlines all help to prioritize the list in a more realistic manner, motivating employees to feel confident about the project plan. The best part is that PRIORITIZE can be used across the organization in all departments...all for the same reasonable, one-time cost.

Use PRIORITIZE to

- ✓ Identify tasks to be completed
- ✓ Determine skills needed to complete the tasks
- ✓ Establish task interdependencies
- ✓ Assign tasks to available resources
- ✓ Establish deadlines by resource
- ✓ Generate realistic data to create a project schedule

The Activity Process

- 1 Assemble the appropriate participants, planning for a four-hour, methodical brainstorming and communication session.



- 2 Run the session effectively, engaging all participants. All material needed to run a session, along with step-by-step facilitator instructions, is included.



- 3 Create well-defined action plans, based on the session results. Move forward efficiently and effectively while you implement your plans.



Special Event Responsibilities

How exciting! Your organization has decided to put on its first national conference for its reseller channel. Because of your wonderful organizational skills you have been asked to spearhead the project planning. You have people from all over the organization to help you and you have clear direction and support from senior management. You are quite comfortable organizing yourself, but how can you effectively organize the project and the other resources?

PRIORITIZE is your answer. By assembling your key project team and conducting a session, you will be able to develop a detailed project plan, complete with milestones and resource assignments. With this in established, you can communicate the plan to everyone involved and spend your time proactively managing the project to success.

Let Us Do it All ... or Show You How

Whatever the size of your organization or the number of employees, Innovative Management Tools has the facilitation, kit, and training options to fit your needs. Whether it is a total change preparation solution you need, or simply an on-site facilitation session, we have an option for every organization and every budget.

- ✓ On-site Facilitation Session
- ✓ Standard and Deluxe Kits
- ✓ Facilitator Training

Order Facilitation, Kits, and Training and receive special Solution Pricing

<p>Facilitation Sessions</p> <p>Start your large project off with a four-hour, on-site session with your project team and witness the power of PRIORITIZE.</p> <p>On-site PRIORITIZE Session Facilitation (Half Day) One session (up to 10 employees) Order Code: 7PMF001</p> <p>On-site PRIORITIZE Session Facilitation (Full Day) Two sessions (up to 10 employees each session) – morning and afternoon sessions Order Code: 7PMF002</p> <p><i>PRIORITIZE Kits sold separately.</i></p>	<p>Kits</p> <p>Purchase a PRIORITIZE kit and run sessions as often as needed. A complete Facilitator Manual details the process step-by-step.</p> <p>Standard Kit <i>Recommended for organizations with up to 15 supervisors or managers at a single location</i> Order Code: 7PMK003</p> <p>Deluxe Kit <i>Recommended for organizations with more than 15 supervisors or managers at a single location</i> Order Code: 7PMK004</p>	<p>Facilitator Training</p> <p>Training your own internal team of facilitators (training department personnel, supervisors, or managers) on how to best facilitate a PRIORITIZE session is a great way to effectively conduct sessions organization-wide.</p> <p>Train the Facilitator PRIORITIZE Training <i>One full-day session (up to 16 people) conducted by a certified PRIORITIZE trainer</i> Order Code: 7PMT005</p> <p><i>PRIORITIZE Kits sold separately.</i></p>
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Solution Packages	
One Facilitation and Standard Kit	Order Code: 7PMS006
One Facilitation and Deluxe Kit	Order Code: 7PMS007
Two Facilitations and Standard Kit	Order Code: 7PMS008
Two Facilitations and Deluxe Kit	Order Code: 7PMS009
Facilitator Training and Standard Kit	Order Code: 7PMS010
Facilitator Training and Deluxe Kit	Order Code: 7PMS011
One Facilitation, Standard Kit, and Facilitator Training	Order Code: 7PMS012
One Facilitation, Deluxe Kit, and Facilitator Training	Order Code: 7PMS013
Two Facilitations, Standard Kit, and Facilitator Training	Order Code: 7PMS014
Two Facilitations, Deluxe Kit, and Facilitator Training	Order Code: 7PMS015

Make PRIORITIZE a vital part of your ongoing decision-making and change management processes!

Order Code	List Price	Savings of
<i>Products and Services Sold Individually</i>		
7PMF001	\$995 *	
7PMF002	\$1,895 *	\$95
7PMK003	\$895	
7PMK004	\$1,695	
7PMT005	\$1,895 *	
<i>Solution Packages</i>		
7PMS006	\$1,800 *	\$90
7PMS007	\$2,800 *	\$90
7PMS008	\$2,700 *	\$185
7PMS009	\$3,500 *	\$185
7PMS010	\$2,690 *	\$100
7PMS011	\$3,690 *	\$100
7PMS012	\$3,600 *	\$185
7PMS013	\$4,400 *	\$185
7PMS014	\$4,580 *	\$200
7PMS015	\$5,380 *	\$200

* Prices for On-site Facilitation and Training sessions do not include travel to and from location. Contact Innovative Management Tools for additional costs.

Pulling All the Pieces Together

Reaching organizational success in today's world requires organizing and executing large, strategic projects with speed and efficiency.

At Innovative Management Tools, we are dedicated to providing organizations and managers with innovative, cost-effective change management solutions that maximize employee productivity while minimizing employee anxiety... giving managers more time to plan and implement strategies.



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