1.0 Construct and Implement Management Communications Workshop

Level 1 Project Level

1.1 Plan Workshop	2.1 Execute Workshop	3.1 Follow-Up Actions	Level 2 Phase Level
1.1.1 Define the Objectives of Training	2.1.1 Complete Course Walkthrough	3.1.1 Analyze Attendee Feedback	Level 3 Work Package Level
1.1.2 Identify SMEs	2.1.2 Validate all beta class preps	3.1.2 Update Course Materials	
1.1.3 Manage Logistics (IT, AV, food)	2.1.3 Schedule the COO Intro to Course	3.1.3 Confirm Classes 2-4	
1.1.4 Develop and Share Training Roster	2.1.4 Distribute Course Materials	3.1.4 Handoff Course Mgmt to HR	
1.1.5 Prepare the Course Material	2.1.5 Ready Venue and Conduct Course	3.1.5 Conduct Lessons Learned	
1.1.6 Develop the Transition plan to HR	2.1.6 Solicit Feedback	3.1.6 Determine Next Steps	
1.1.7 Approve Project Plan	2.1.7 Close out Venue		