

## Week 24 - Progress and milestones

Keeping track of your project

## Week 25 - Celebration - Goals and Contract

meditation – eulogy and contract, Coaching session – celebration, Chapter - goals and contract

## Week 26 - Team support

Support your team as individuals

## Week 27 - Goals - Regain Your Spirit

meditation – regain your spirit, Coaching session – goals, Chapter - regain your spirit

## Week 28 - Business case

Business Case is the main document of the project. Without the approval of this document you do not have a project.

## Week 29 - Milestones - Sensory Development

meditation – no meditations this week, Coaching session – milestones, Chapter - sensory development

## Week 30 - Active PM Documents

- ☪ Issue register
- ☪ Business Case
- ☪ Risk register
- ☪ Lessons log
- ☪ Quality register
- ☪ Exception report
- ☪ Daily log
- ☪ Check point report
- ☪ High light report

## Week 31 - Action Steps - Play a little

meditation – workshop, Coaching session – action steps, Chapter - play a little

**Week 32 - PM accounting** - Small project – excel spreadsheet

## Week 33 - Action Steps - Self-Esteem

meditation - no meditations this week, Coaching session – action steps, Chapter - self-esteem

**Week 34 - Project software** - Open project and open office

## Week 35 - Action Steps - Ask the Right

**Question** - meditation - no meditations this week, Coaching session – action steps, Chapter - ask the right questions

## Week 36 - Action Steps - Game Plan

meditation - no meditations this week, Coaching session – action steps, Chapter - game plan

## Week 37 - Action Steps - Product Manager

meditation – Product Manager, Coaching session – action steps, Chapter - product manager

## Week 38 - Action Steps - Celebrate Life

meditation - no meditations this week, Coaching session – action steps, Chapter - celebrate life

## Week 39 - Disassemble the old project.

If your project replaces a previous project that is completed when the new project is completed.

**Week 40 - As built documents and lesson learnt log** - When we close off the project it is important to have all the documents up to date to represent the completed project, these are the as built documents and the lesson learnt log.

Are you interested in changing your life to the way you prefer it to be then visit our website to sign up for the e-course and get started today:

[www.alkemras.co.za](http://www.alkemras.co.za)

You can email us at [alkemras@gmail.com](mailto:alkemras@gmail.com)

# 40 Week Success Course



# @L"" %W/40 Weeks

☪ 21 weekly life coaching sessions, every second week. In these 21 weeks you can tailor your life to be what you prefer it to be.

☪ 19 weekly project management lessons, work out how to divide your “life goals” into manageable chunks and set a implementation plan in place.

☪ Discover what is best for you and figure out the best way to get to your goals.

☪ Over this time you decide what life you want.

☪ This implies who, what where and most of all why.

☪ Who do you want in your life?

☪ What do you want in your life?

☪ Where do you want to live?

☪ Why do you want the life you have just described in your head?

## **Week 1 - Goals - Focus on Your Breathing**

Start with the end in mind, meditation – breathing, Coaching session – goals, Chapter - focus on your breathing

## **Week 2 - Project Process - PRINCE2**

Describes parts of the process, it does not change even if the size of the project changes. Prince2 origins

## **Week 3 - Milestones - Water And Physical Health**

This week looks at physical health and breaking your goals down to milestones you have a lot of work this week so non this week, Coaching session – milestones, Chapter - water and physical health.

## **Week 4 – Communication**

If need be, create your own directory make sure all stakeholders understand the meanings.

**Week 5 - Beliefs** - Total Body Relaxation Relaxing body and mind as an way to uncover you limiting beliefs. meditation – total body relaxation, Coaching session – beliefs, Chapter - total body relaxation

**Week 6 - PM Team****Selecting a team** – appropriate skills, training, team building

**Week 7 - Motivation - Aromatic Oils** – Aromatic oils are the highest level of medicine. They work on body, mind and soul, meditation - no meditation this week, coaching session – motivation, Chapter - aromatic oils

## **Week 8 - PRINCE2 Documents**

Reason for documents and when to use them. Includes Templates

**Week 9 - Values - Intuitive Energy Healing** – Intuitive Energy Healing combined with aromatic oils this is the best way to heal your life - meditation – 1. Energy connection, 2. Energy system activation and alignment, Coaching session - Values, Chapter - intuitive energy healing.

## **Week 10 - Scope and Time/ cost**

Scope of project – what has to be done when, what does it effect, what follows what, timing of sub-sets, cost of people and goods.

## **Week 11 - Rules - Prosperity**

meditation – manifestation process, Coaching session – rules, Chapter - abundance Includes the universal gratitude journal

## **Week 12 - Project Quality**

The quality of the Standard of the work, goods and documents of the project.

**Week 13 - Six Human Needs** - Cleaning out the Mind - meditation – communicate with your subconscious mind, Coaching session – six human needs, Chapter - cleaning out the mind

## **Week 14 - Stakeholders and RACI**

Who is involved? What is their responsibility?

## **Week 15 - Communication is Projection -**

**Mind Garden** - meditation – 1. The forest, 2. the hilltop, 3. Meadow to mountaintop, 4. The beach. Coaching session – communication is projection, Chapter - mind garden

## **Week 16 - Terminology - language**

Comparison of terms of PMP and Prince2

## **Week 17 - Responsibility - Reflections**

meditation – 1. Wheel alignment one, 2. Wheel alignment two, 3. Chakra meditation, 4. Meeting your guide or guides, 5. Three mind meditation, 6. Light pen protection, 7. Crystal temple meditation. Coaching session – responsibility, Chapter - reflection

## **Week 18 - Procurement and Risk**

Functional spec, tender process, RFQ, risk of the project and tender

## **Week 19 - Questions - Managing Anger**

meditation – 1. anger process, 2. forgiveness process, Coaching session - questions, Chapter - managing anger

## **Week 20 - Integration**

Integration of the project Products and process.

## **Week 21 - New Goals - Time Management**

meditation – time line meditation, Coaching session – new goals, Chapter - time management

## **Week 22 - Goals and Sub goals**

Breaking the project down into manageable chunks.

## **Week 23 - Purpose - Silence is an essential part of life.**

meditation – make contact with your point of silence, Coaching session – purpose, Chapter - silence