



Embassy Project Management Bootcamp

Course Overview

Turn mission priorities into executable projects -- in two focused days.

Two-Day Virtual Instructor-Led Intensive

Open to Foreign Mission Personnel Only

Complimentary

Program Overview

Foreign mission personnel manage projects constantly.

A ministerial visit. A trade mission. A new outreach campaign. A facility improvement. A technology implementation. A public diplomacy initiative. A delegation. A new internal process.

These efforts may look very different, but they share the same challenge: turning an objective into coordinated work that can be delivered successfully.

The Bonvalet Academy **Embassy Project Management Bootcamp** is a practical, intensive two-day program designed specifically for personnel serving in foreign diplomatic missions.

Participants learn a straightforward project-management approach for defining requirements, planning work, clarifying responsibilities, coordinating stakeholders, monitoring progress, managing change, and closing projects successfully.

The goal is not to turn participants into professional project managers.

It is to help them **manage the projects already on their desks more effectively.**

Why This Program Matters

Embassy projects often involve:

- Limited personnel and competing priorities
- Multiple sections or ministries
- Headquarters coordination
- Outside vendors and partners
- Senior-level expectations

- Fixed dates and public commitments
- Incomplete or changing requirements

When a project is poorly defined at the beginning, problems tend to appear later as delays, duplicated work, unclear responsibilities, scope changes, procurement difficulties, and missed expectations.

A practical project-management framework helps personnel create clarity earlier, coordinate work more effectively, identify problems sooner, and make better decisions before a project falls behind.

What Participants Will Learn

Participants will learn how to:

- Define a project and establish clear success criteria
- Turn broad requests into usable project requirements
- Develop and evaluate practical solution concepts
- Break complex projects into manageable deliverables and work packages
- Clarify responsibilities, dependencies, and milestones
- Develop clearer scopes for vendors and external support
- Build practical communication and reporting routines
- Track project progress and recognize emerging problems
- Manage change without losing control of the project
- Close projects systematically and capture lessons learned

A Practical, Applied Bootcamp

This is not a lecture-based project-management seminar.

Participants will work through realistic embassy project situations and apply each tool as the project develops.

Exercises may involve projects such as:

- Coordinating a senior-level delegation
- Organizing a trade or investment mission
- Launching a public diplomacy initiative
- Implementing a new administrative process
- Managing an embassy event
- Coordinating a technology or facility improvement
- Delivering an initiative involving headquarters, vendors, and outside stakeholders

Throughout the bootcamp, participants will make project decisions, solve problems, and build the components of a practical project plan.

Program Agenda

Day One

Define the Project and Build the Plan

Project Management in the Embassy Environment

Understand projects, programs, routine operations, dependencies, and project success.

Leadership, Ownership & Decision Making

Clarify responsibilities, decision authority, accountability, and escalation.

Requirements Gathering

Turn unclear requests into defined needs, constraints, acceptance criteria, and project requirements.

Concept Development

Evaluate possible approaches before committing resources.

Work Breakdown Structure

Break complex work into manageable deliverables, tasks, responsibilities, dependencies, and milestones.

Integration Lab

Bring the core elements together into a practical project plan.

Day Two

Execute, Control and Deliver

Procurement & External Support

Translate project needs into clearer scopes, deliverables, and vendor expectations.

Project Communication

Determine who needs what information, when they need it, and who needs to make decisions.

Tracking & Control

Monitor schedule, resources, completion, and project performance using simple practical indicators.

Managing Change

Respond to scope changes, new requirements, delays, and resource constraints.

Project Closeout

Confirm acceptance, transition ownership, resolve outstanding actions, and capture lessons learned.

Embassy Project Challenge

Apply the complete approach to a realistic mission project and brief the recommended plan.

What Participants Take Back to Their Mission

Embassy Project Management Toolkit

Every participant receives a practical set of reusable project-management tools, including:

- One-Page Project Charter
- Requirements Worksheet
- Success Criteria Worksheet
- Concept Evaluation Matrix
- Work Breakdown Structure Template
- Roles & Responsibility Matrix
- Procurement Scope Template
- Stakeholder & Communication Matrix
- Project Status Dashboard
- Change Request Tool
- Project Closeout Checklist
- After-Action Review Template

Participants leave with both the tools and a repeatable process they can apply to future embassy initiatives.

What Participants Will Be Able To Do

After completing the bootcamp, participants should be better able to:

- Turn an unclear request into a defined project objective
- Establish measurable success before work begins
- Clarify requirements and assumptions
- Organize complex work into manageable components
- Assign clear responsibility and ownership
- Identify dependencies and potential bottlenecks
- Improve coordination with stakeholders and vendors
- Detect schedule or performance problems earlier
- Make more disciplined change decisions
- Close projects with clear acceptance and lessons learned

Value to the Mission

The program is designed to create practical organizational value beyond the individual participant.

A participating mission can benefit from:

- More consistent project planning across sections
- Clearer roles and accountability
- Better coordination with headquarters and external partners
- Stronger procurement scopes and vendor expectations
- Earlier identification of project risks and delays
- More useful project reporting
- Reduced rework caused by unclear requirements or responsibilities
- Reusable tools that can support future mission initiatives

For small missions in particular, stronger project-management capability can help personnel accomplish more without adding staff or unnecessary process.

Who Should Attend

The Embassy Project Management Bootcamp is appropriate for mission personnel who manage, coordinate, support, or supervise projects, including:

- Political and economic officers
- Trade and investment personnel
- Public diplomacy staff
- Consular and administrative personnel
- Ambassadorial and executive-office staff
- Protocol and event personnel
- Technology and operations staff
- Senior locally engaged personnel
- Section heads and supervisors
- Personnel responsible for delegations, initiatives, programs, or special projects

No formal project-management background is required.

Program Format

Delivery: Live virtual instructor-led training

Duration: Two days

Format: Intensive and highly interactive

Audience: Foreign mission personnel

Tuition: Complimentary

Materials: Digital participant workbook and Embassy Project Management Toolkit

Recognition: Bonvalet Academy Certificate of Completion

Participants should plan to attend both days and actively participate in exercises and discussions.

Complimentary Diplomatic Community Offering

Participation is provided at **no charge to eligible foreign mission personnel**.

There is no purchase requirement or future-engagement obligation associated with participation.

Participants are responsible for obtaining any supervisory, training, ethics, or other approval required by their mission or home government.

Enrollment may be limited to ensure a highly interactive learning environment.

Why Bonvalet Academy

Bonvalet Academy programs are designed around a simple principle:

Build capability that can be used immediately.

Rather than emphasizing theory alone, Bonvalet programs combine practical frameworks, realistic exercises, discussion, and reusable tools that participants can apply directly to their professional responsibilities.

The Embassy Project Management Bootcamp is built to help foreign mission personnel move from:

Priority → Plan → Execution → Results

Build Better Projects. Deliver Mission Priorities More Reliably.

Embassy personnel do not need more bureaucracy.

They need a practical way to create clarity, coordinate work, identify problems early, and move important initiatives forward.

The **Embassy Project Management Bootcamp** provides a focused project-management system that participants can begin using immediately.

Complimentary | Virtual | Two-Day Instructor-Led Intensive

Registration is open to eligible foreign mission personnel.

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