

A black and white photograph of a man with a beard and short dark hair, wearing a dark suit jacket over a light-colored button-down shirt. He is sitting at a desk, looking down at a laptop screen. A pen is in his right hand, and a white coffee cup is on the desk in front of him. The background is a blurred office setting.

# Essentials of Project Management

For Non-Project Managers

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For Non-Project Managers

Get the key project management skills you need in your management role today.

## Highlights

- Get the key project management skills you need as a manager today in just 2 days.
- Learn processes, use tools, manage stakeholders and get your projects done on time and on budget.

## Key Competences

- Project management skills
- Stakeholder management
- Change management
- Using key PM tools
- Managing resources & costs
- Risk management



## The Right Programme for You

You are a team leader or manager. You need to run projects as part of your role, but you do not have any project management training. This programme gives you the key skills you need in your role today.

Managers

Business Professionals

## Learn, Practice and Use

- **Learn** the difference between projects and operations
- **Explore** the purpose and processes of project management
- **Understand** the roles, responsibilities and needs of project team members
- **Learn** and apply critical project management tools
- **Identify** stakeholders, their relationships to each other and how these relationships affect projects positively and negatively
- **Recognize** stakeholder issues within your organization
- **Identify** and apply critical communication tools and protocols
- **Learn** how to manage resources, costs and hours
- **Plan** for potential risks in your project
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

## Practical Information

### Face-to-Face



**2 days**  
€1,995

### Live Online



**4 X** 3-hour  
sessions  
€1,995

### Available In-Company

The programme is available as an In-Company solution for your teams. More information at [mce.eu/inco](https://mce.eu/inco)

# Programme Modules

1

## Getting Your Hands Around Project Management

- Distinguish between a project and operations
- Recognise the factors that contribute to project success or failure
- Identify the framework for project management

2

## Getting It Off the Ground

- Recognise the value of knowing why/how a project is important to the organization and to you
- Explain the elements of a charter and its relevance to initiating a project
- Identify stakeholders and their roles on a project

3

## Planning the Work

- Apply techniques to define the work to be done
- Identify and apply techniques to estimate needed resources, cost, and hours for the project
- Apply techniques to schedule the project
- Identify roles and responsibilities for the project
- Plan for potential risks to the project

4

## Working the Plan

- Build an effective status report
- Recognise the types and purposes of meetings
- Identify action items and issues
- Recognise the importance of managing change

5

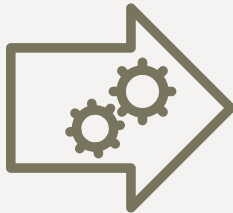
## Putting It to Bed

- Contribute to the lessons learned database
- Identify the project records and files that must be archived for historical purposes
- Describe a project closure checklist



# Learn

the key business skills and knowledge you need for your management role today and tomorrow



# Practice

the skills you learn and get feedback, recommendations and coaching



# Use

what you learn and practise as soon as you get back to your office

For more information please contact:



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