



Management
Centre Europe®

A photograph of a man with glasses and a beard, wearing a plaid shirt, smiling while working on a laptop. The image is partially obscured by large, overlapping geometric shapes in shades of blue and red. The background is a light blue gradient.

MCE Services

Improving Your Project Management Skills

Live Online

What are Live Online Programmes?

MCE in partnership with our parent company AMA is now offering **Live Online Training** in the EMEA region. You can access these scheduled live stream training programmes from anywhere. They cover the key business topics of our top Open Training Programmes.

What are Live Online Training Programmes?

- 3 or 4 scheduled sessions of 3 hours
- delivered to small groups in a virtual classroom with an online video meetings tool
- interactive with breakout rooms and discussions
- facilitator led with live interaction



Avoid hotel and travel costs and minimize the time away from work.



No Travel Needed

Key Benefits

- Variety of activities that create a live and dynamic learning experience
- Real-world advice from practitioners in the field
- Online, virtual, convenient, high-quality and consistent learning
- Cost-effective and no travel necessary
- Live, personal feedback from your facilitator and peers

Improving Your Project Management Skills: The Basics for Success

Live Online

SESSION 1 (3 hours)

The Project Management Framework

- Define the Basic Project Management Framework
- Describe Key Project Management Terminology
- Explain the Triple Constraints (Project Triangle)
- Differentiate Between Operations and Projects
- Describe Project Management in a Business Context

Initiate the Project

- Discuss How Projects Are Initiated
- Describe the Difference Between Project Requirements and Product Requirements
- Discuss the Purpose and Content of a Project Charter
- Discuss the Purpose and Content of a Product Requirements Document
- Use the SMART Model When Writing Documents

SESSION 2 (3 hours)

Initiate the Project (cont'd)

- Discuss How Projects Are Initiated
- Describe the Difference Between Project Requirements and Product Requirements
- Discuss the Purpose and Content of a Project Charter
- Discuss the Purpose and Content of a Product Requirements Document
- Use the SMART Model When Writing Documents

Identify the Work

- Discuss the Purpose of a Kickoff Meeting
- Develop a Work Breakdown Structure (WBS)

Estimate the Work

- Discuss Guidelines for Making Better Estimates
- Demonstrate the Use of Three-Point Estimates

SESSION 3 (3 hours)

Schedule the Work

- Describe Task Dependencies
- Identify the Sequence of Tasks
- Develop a Project Schedule

Create the Budget

- Determine the Personnel Costs for a Project
- Determine the Out-of-Pocket Expense Costs for a Project
- Differentiate Between Bottom-Up and Top-Down Cost Planning, and State Which Is More Appropriate for Different Situations

SESSION 4 (3 hours)

Complete the Plan

- Create the Project Communications Plan
- Describe the Project Risk Management Process
- Describe the Purpose of the Project Procurement Plan
- Discuss the Purpose of Reserves

Execute the Plan

- Create a Project Status Report
- Describe the Key Elements Required to Determine Project Health
- Describe How to Run an Effective Project Status Meeting
- Describe the Change Management Process

Close the Project

- Identify the Elements in the Project Closure Procedure
- Describe Administrative and Contractual Closure
- Describe How Projects Are Terminated
- Explain the Importance of a Repository and Lessons Learned



Dates

Group #1 – 4 sessions

- 14:00 – 17:00 (CET)

20-21-22-23 APRIL 2020

Group #2 – 4 sessions

- 14:00 – 17:00 (CET)

25-26-27-28 MAY 2020

Practical Details

Schedule : 4 SESSIONS of 3 hours each
Language : English
Price : €2150
Format : Online

→ **Key Facts**

About MCE



400,000

*Participants on MCE training
programmes since 1961*



59 years

*Providing Learning &
Development (L&D) services in
the EMEA region*



1,700

*Client companies which we have
worked with delivering customized
& in company learning solutions*



6,200

*In Company Training Solutions
delivered in more than
94 countries*



50+

*Open Training Programmes
running throughout the
EMEA region*



10,000

*Managers & Leaders inspired by
MCE's management development
solutions each year*



Contact us Today