



Management
Centre Europe®



Successful Project Management



Successful Project Management

Build a solid foundation of project management knowledge, techniques and tools

You have been assigned to manage a project or you are participating in a project as a team member. You probably have heard or read a lot on project management. However, how do you structure the project, how do you plan it effectively and how do you take control over its implementation?

How able are you to establish and explain the scope, schedule, cost and quality of your projects? How do you measure progress and success against those factors?

As the business world grows more competitive, organizations find it necessary to take on an increasing number of projects. Unfortunately, these same organizations often don't have skilled project managers to handle the work. In this programme, you will **learn and practise the critical tools and techniques that have been proven necessary for project management success**. In discussions and exercises, you'll cover the essential aspect of managing projects.

While aligned with the Project Management Institute's (PMI) framework, this programme is specifically designed to focus on the practical application of concepts. You'll return to work with the knowledge and tools you need to get your projects started right and completed successfully.

Who should attend?

Individuals who are new to project management, "accidental" project managers (i.e. professionals for whom project management is secondary to their jobs), business analysts, subject-matter experts from any field who contribute to projects, managers responsible for projects and experienced project managers looking to review current tools, techniques, and processes.

PMI Certified

This programme has been reviewed and approved by the Project Management Institute® (PMI).

You can build your key leadership, personal and business management skills and acquire PDUs for your PMI Certification at the same time.

More information at www.mce.eu/pmi



"Plans are only good intentions unless they immediately degenerate into hard work."

Peter Drucker



How you will benefit

How will you benefit?

After taking this programme, you will be able to:

- Ensure that your projects are set-up for success from the start
- Learn the basics for effectively gathering and documenting requirements
- Understand the role of the project manager, business analyst, and others in managing projects
- Develop an integrated project plan including realistic scope, schedules, budgets, and risks—and turn that plan into successful action
- Learn how to effectively track and report on project progress
- Gain the respect of your project team and build credibility with top management
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Learn and practice using real-world examples and role plays over 3 interactive days

Why is this programme different?

- The programme is facilitated by an experienced business person who knows what it is like to work in an international business environment and understands your challenges.
- Every year, many business people from more than 20 different countries join this programme and over 95% recommend it to their colleagues.
- This programme is about you! You will get intensive feedback from your facilitator and a multi-cultural group of participants.
- You will bring your own project management challenges to the class and these will be addressed in the programme with solutions and input from the whole group.
- You will leave the programme with a concrete action plan to ensure you are implementing the learnings back at work and become a successful project manager.

“The facilitator did an excellent job of blending activities, and examples/stories to make the content relatable and applicable.”

Amy R

What will you learn and practise?

This 3 day programme is highly interactive with exercises and role plays.

Programme Highlights:

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

- Describe How Projects Are Initiated
- Describe the Difference Between Project Requirements and Product Requirements
- Describe the Purpose and Content of the Project Charter
- Describe the Purpose and Content of the Product Requirements Document
- Use the SMART Model When Writing Requirements
- Identify Information-Gathering Techniques

Identify the Work

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

Estimate the Work

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

Schedule the Work

- Describe Task Dependencies
- Identify the Sequence of Tasks via Precedence Diagramming
- Develop the Project Schedule

Create the Budget

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

Complete the Plan

- Create the Project Communications Plan
- Describe the Project Risk Management Processes
- 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 of Both Administrative and Contractual Project Closure Procedures
- Describe the Different Ways That Projects Can Be Terminated
- Explain the Importance of a Repository and Lessons Learned

Booking details

| | |
|---|------------------|
|  Duration | 3 Days |
|  Type | Classroom |
|  Price | €2950 |



**ALSO AVAILABLE AS AN
IN-COMPANY PROGRAMME**

Register Now

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