



Project Management Excellence

The Complete Programme

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The Complete Programme

Delays, cost overruns, or quality problems can wreck your project. Learn how to get your project right every time!

Highlights

- Learn all aspects of project management from the perspective of the PMBOK® guide in 5 intensive days.
- Get the knowledge you need to join a PMP exam prep training programme.

Key Competences

- 47 PMBOK® competencies
- Staffing projects for success
- Stakeholder management
- Change management
- Risk management
- Performance management

The Right Programme for You

You are a project manager and already have some experience initiating, planning and managing projects. You want to develop your skills even further. This programme is not for managers new to project management.

Managers

Business Professionals



Learn, Practice and Use

- **Identify** and perform stakeholder analysis
- **Develop** a WBS (Work Breakdown Structure) and create a project charter
- **Determine** the critical path of a project
- **Staff** your project for optimum results
- **Gain** more skills in executing, monitoring & controlling the tasks defined in your project plan
- **Define** roles and responsibilities of the project team members
- **Monitor** all project risks
- **Manage** the financial resources for your project
- **Conduct** the kick-off meeting and get buy in
- **Archive** and retain relevant project records
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Face-to-Face



5 days
€4,295

PMI Certified

The programme is certified by the Project Management Institute® (PMI).
More information at mce.eu/pmi

Available In-Company

The programme is available as an In-Company solution for your teams.
More information at mce.eu/inco

Programme Modules

1

Examining the Project Management Framework

- Exploring characteristics of projects
- Reviewing project management terminology
- Considering environmental influences

2

Reviewing the Project Management Body of Knowledge

- Describing the project management process groups
- The project management knowledge areas
- Project management competency standards

3

Initiating the Project

- Using project selection methods
- Defining project scope
- Documenting project risks, assumptions and constraints
- Identifying and performing stakeholder analysis
- Evaluating the project charter

4

Planning the Project

- Defining and recording requirements, constraints and assumptions
- Identifying project team members and defining roles and responsibilities
- Creating the work breakdown structure (WBS)
- Developing the change management plan
- Identifying risks and defining risk strategies
- Obtaining plan approval
- Conducting the kickoff meeting

5

Executing the Project Plan

- Executing the tasks defined in the project plan
- Ensuring a common understanding and setting expectations
- Implementing a quality management plan
- Executing approved changes, actions and workarounds
- Improving team performance

6

Monitoring and Controlling the Project

- Measuring project performance
- Verifying and managing changes to the project
- Ensuring that project deliverables conform to quality standards
- Monitoring all project risks

7

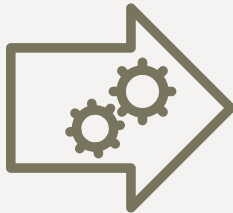
Closing the Project

- Obtaining final acceptance for the project
- Getting financial, legal and administrative closure
- Releasing project resources
- Creating and distributing a final project report
- Archiving and retaining project records
- Measuring customer satisfaction



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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Visit mce.eu

