



# Improving Your Project Management Skills

The Basics for Success  
(Morning Edition)



**8:00 AM - 2:00 PM**  
Followed by Lunch

*Project Management*

# Improving Your Project Management Skills

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

## Highlights

- Use the SMART model to define project requirements
- Develop your own Work Breakdown Structure (WBS)
- Learn how to run effective project status meetings
- Use the Project Triangle (triple constraints) to plan

## Key Competences

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

## The Right Programme for You

You are a manager and have run some projects already. You want to move to the next level and improve your project management skills, learn about key tools and deliver projects on time and on budget.

Managers

New Managers



## Learn, Practice and Use

- **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
- **Create** a project communications plan
- **Identify** the elements of administrative and contractual project closure procedures
- **Schedule** the workloads for all the project team members
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

## Practical Information

### Face-to-Face



**4 days**  
**€3,495**

### PMI Certified

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

### 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)

[mce.eu/project](https://mce.eu/project) for dates, locations and full programme outline

# Programme Modules

1

## 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

2

## 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

3

## Identify the Work

- Discuss the purpose of a kick-off meeting
- Develop a work breakdown structure (WBS)

4

## Estimate the Work

- Discuss guidelines for making better estimates
- Explain the use of three-point estimates

5

## Schedule The Work

- Describe task dependencies
- Identify the sequence of tasks via precedence diagramming
- Develop the project schedule

6

## 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

7

## 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

8

## 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

9

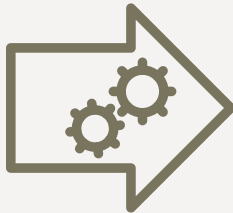
## Close The Project

- 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



# 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:



+32 2 543 21 20

@ info@mce.eu

Visit [mce.eu](http://mce.eu)

