# MCE

# MCE Week: Project Management & Essentials of Artificial Intelligence (AI)

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Establish a strong base in project management skills and tools to enhance your career. Understand AI's opportunities, risks, and rewards, and implement an AI strategy in your organization.

## Highlights

- Use the SMART model to define project requirements
- Develop your own Work Breakdown Structure (WBS)
- Learn what AI can do now and, in the future, and its potential risks
- Understand the security implications of managing data and technology

## Key Competences

- Project management skills
- Managing the workloads
- Change management
- Understanding AI
- AI and Ethical decisions
- Impact of AI on people

## The Right Programme for You

You are a manager and have already worked on projects. You want to take your skills to the next level—delivering projects on time and on budget, using the right tools, and at the same time understanding how AI is changing your role and decision-making.

Senior Managers

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
- **Understand** What AI is and how it's already part of your work and personal life
- **Increase** your awareness of the future possibilities of generative AI
- **Explore** the potential impact of AI on your organization—both pro and con
- **Increase** your credibility with data-driven decisions and skill development plans
- **Adopt** typical AI paths for different levels/functions: the technology and people sides
- **Explore AI**: The potential rewards, pitfalls and the crucial need for ethics and governance

## Practical Information

### Face-to-Face

**5 days**
€4,295

### Available In-Company

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

Visit **mce.eu/weeks** 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

# Programme Modules

**10**  **Overview of AI**
- Define Artificial Intelligence and Discuss Examples
- Recognize what's underneath Chat GPT and how it works
- Understand AI Terminology including "Machine Learning", "Predictive Modeling", and Algorithms
- Articulate components of AI Solutions and Techniques We Use for Business Problems
- Explore Use Cases: Job Titles/Categories, Situations and Opportunities
- Recognize AI Trends and Emerging Applications and Capabilities

**11**  **Different Paths Toward Adoption**
- Explore Four Business Contexts and the Types of AI Solutions Used to Address Them
- Understand the Goals and Activities that are Included in Typical AI Adoption Journeys
- Recognize the People Side of AI Adoption and How Jobs May or Will Change
- Appreciate the Risks and Rewards of AI Adoption

**12**  **Assessing Your Resources**
- Recognize the Business Environment and Conditions Required for AI Success
- Acknowledge the Essential Skills Needed to Participate in AI Initiatives
- Assess Your Skills and Identify Success Factors You Can Leverage When Adopting AI
- Consider Options for Filling Individual and Team AI Skill Gaps

**13**  **Designing Solutions**
- Identify Business Problems That May Have an AI Solution
- Develop an Algorithm and Identify the Data Needed to Create an AI Solution
- Study Relatable Scenarios to Understand Customer Value Propositions in AI
- Identify What the User Experience (UX) Has to Do With AI
- Complete an AI Solution Design and Present the Business Case

**14**  **Acting in Alignment – Ethics and Governance**
- Recognize AI Integration as a Change Initiatives: Aligning with Strategic Objectives
- Articulate the Crucial Need for Organizations to Establish AI Governance Oversight of AI
- Appreciate the Need for Humans to Test Solutions to Ensure They Work as Intended
- See the Broad Scope of AI Governance: Going Above and Beyond Existing Governance
- Understand Regulatory Agencies and the Law That's Rapidly Addressing Guardrails on the Ethical and Legal Use of AI
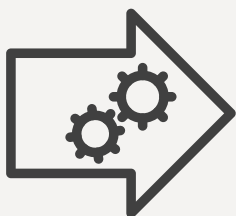
**15**  **Putting it All Together – Your AI Action Plan**
- Choose What You Can Do, Whether Individual Contributor, Manager or Leader, to Get Started With AI
- Use The ENGAGE Framework for AI Adoption to Build a "Getting Started" Action Plan
- Share the Actions You Will Take First

# 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