

# Project Management Excellence

The Complete Programme



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## The Complete Programme

### Nail Your Project Every Time

Delays, cost overruns, or quality problems can wreck your project. Learn how to keep it on track with this 5-day intensive project management programme.

You know you are competent in project management, however, you are often challenged by the need to apply project management disciplines in more depth and in a more controlled, monitored and evaluated context. You know you need to become proficient in how you identify, quantify, plan for and manage project risks and requirements, and in how you monitor, control and report on the team's progress against the project charter. In fact, you need to take up the management role more formally within project teams and with stakeholders to ensure you deliver to schedule, scope, cost and quality.

**Aligned with PMI's PMBOK®, this programme helps you master the entire project management process.** You'll earn 35 professional development units (PDUs) pre-approved by PMI, and you'll gain skills and in-depth knowledge that prepare you for the next level: the Project Management Professional certification.

### Who should attend?

Project managers, programme managers, and project team leaders who have several years of experience initiating, planning and managing projects, and project team members who are interested in enhancing their career by preparing to become a certified PMP.

**Prerequisite:** This programme requires you to have basic knowledge and experience in project management. It is not designed for total beginners in project management.

### 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](http://www.mce.eu/pmi)



“Of all the things I’ve done, the most vital is coordinating the talents of those who work for us and pointing them towards a certain goal.”

*Walt Disney*



# How you will benefit

## How will you benefit?

- Learn all aspects of project management from the perspective of the PMBOK Guide
- Acquire necessary prerequisite knowledge to enter a PMP Exam Prep training programme
- Achieve competence in the 10 project management knowledge areas and 5 process groups
- Master the 47 competencies outlined in the PMBOK Guide
- Learn the techniques of documenting project risks, assumptions and constraints

### After taking this programme, you will be able to:

- Identify and perform stakeholder analysis
- Develop a Work Breakdown Structure (WBS) and create a project charter
- Determine the critical path of a project
- Staff your project for optimum results
- Gain more skills in executing, monitoring and controlling the tasks defined in your project plan
- 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 over 5 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.

**“This class surpassed my expectations. The pedagogic acumen the facilitator brought to the table along with the content combined to make a truly worthwhile week. I am implementing the skills and knowledge in my own organization less than a week from finishing the workshop and it is being received well by my supervisors as well as the rest of my team.”**

*Scott W*

# What will you learn and practise?

This 5 day programme is highly interactive with exercises and role plays.

**Programme Highlights:**

## DAY 1

### Examining the Project Management Framework

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

### Reviewing the Project Management Body of Knowledge

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

### 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

## DAY 2

### 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

## DAY 3

### 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

## DAY 4

### 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

## DAY 5

### 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

## Booking details

 <b>Duration</b>	5 Days
 <b>Type</b>	Classroom
 <b>Price</b>	€3950



ALSO AVAILABLE AS AN  
IN-COMPANY PROGRAMME

## Register Now

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