

Hands-on course , 2  
day(s)  
Ref : CPO

## Participants

Anyone, whether a manager or not, who is tasked with occasionally organizing and leading a project.

## Pre-requisites

No particular knowledge.

## Next sessions

# Occasional project manager

*Though not a professional in the matter, you are nonetheless tasked with leading a project: Overseeing a redevelopment, launching a new project, organizing a seminar, etc. This training will give you the methods and tools to be directly operational and successfully complete your project.*

## OBJECTIVES

Understanding the principles of working in project mode  
Assuming the role of project manager  
Organizing and monitoring the project's progress  
Communicating in a non-hierarchical setting  
Managing your time: Regular activity vs. project management

### 1) What is a project?

#### 2) Defining the scope of your task

#### 3) Defining the need.

### 4) Constructing the project's roadmap

#### 5) Control the project's progress

#### 6) Traps to avoid

## 1) What is a project?

- What a project is and is not.
- When should you go into project mode?
- The goals and restrictions of a project.

### Workshop

*Exchanging experiences and past difficulties.*

## 2) Defining the scope of your task

- Delimiting your responsibility and contribution: The mission letter.
- The framework document: Identifying requests, goals, and challenges.
- Delimiting the project's scope of action.
- Getting managerial bodies involved so that they can make decisions: Steering committee.

### Case study

*Creating your mission letter and framework document. Presenting it to the steering committee.*

## 3) Defining the need.

- Confusing needs and solutions.
- Expressing needs to requesters: The specifications.
- Making decisions within limits of time or cost.
- Pit, pulp, and peel strategy.

### Jeu de rôle

*Expressing a need, formalizing it, then getting a decision.*

## 4) Constructing the project's roadmap

- Inventorying tasks, how to limit omissions.
- Getting future stakeholders involved, relying on their expertise.
- Defining levels of responsibilities: The RACI matrix.
- Identifying possible risks: Proposing action plans.
- Constructing schedule and budget scenarios to help decision-makers decide.

### Case study

*Create two schedule/budget scenarios.*

## 5) Control the project's progress

- Engage, mobilize, and then mobilize some more!
- Detect deviations and difficulties early enough to react.
- How do you manage the project team when you are not their direct supervisor (matrix mode)?
- Monitoring suppliers.
- Organizing and leading a monitoring meeting with team members: Key performance indicators.
- Crafting and presenting the monitoring dashboard to decision-makers.

### Jeu de rôle

*What corrective scenarios should take place after a deviation?*

## 6) Traps to avoid

- A project's main risks: Endogenous and exogenous.
- Ten classic pitfalls to watch out for.
- Best practices: The art of good project management.