

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

Participants

Any manager that wants to learn the basics of project management. This course is for attendees without IT knowledge.

Pre-requisites

No particular knowledge.

Next sessions

Project management, the essentials for managers

OBJECTIVES

This course, which relies on standards and references of best practices, is aimed at providing you with the essentials of project management. At the end of the training, you'll be able to effectively manage and monitor projects.

1) Introduction and essential concepts

2) Role, responsibilities, profile of the project manager

3) Understand, formulate, and manage needs

4) The project's structure

5) Managing the project

6) The project report

1) Introduction and essential concepts

- Project: Defining the notion of a project. Differences between a project and ongoing activities.
- Process: An essential tool for keeping project management under control.
- Template: A knowledge management material. Essential templates for project management.
- Project stakeholders.
- Quality and project: Conditions for successful projects.
- Best practices. Overview of references.

Workshop

Learning about a practical case and organizing work.

2) Role, responsibilities, profile of the project manager

- Role of the project manager: Standard assignment letter. Negotiating the assignment.
- Project manager's responsibilities. What he or she must and can do. Risks and how to manage them.
- Change management: A few rules for communicating properly and gaining support.
- Decisions: Process for crafting them. Decision management and traceability. Related communications.
- Project manager's profile. Skills required.
- Main certifications.

Workshop

Identifying your management style.

3) Understand, formulate, and manage needs

- The notion of requirements: Definition and deviations.
- Management of requirements: Managing changes and constraints encountered.
- A project's economic aspects. Understanding the business case, for example.

Workshop

Managing the project's contents. Using template no. 1, Defining the need.

4) The project's structure

- The project management plan: Scope and components of the plan. Essential features of projects.
- Work breakdown structure (WBS). Scheduling. Division of work into batches. Defining a project's batches.

Workshop

Defining the project plan. Using template no. 2.

5) Managing the project

- Manage risks and people involved. Standard documents and schedule for a review.
- Verification and approval: The difference between these concepts. Phase control. Testing. Requirements.
- Project manager scorecard. Key indicators.

Workshop

Monitoring. Using template no. 3 Monitoring the project.

6) The project report

- End-of-project review: Goals and standard agenda.
- Capitalizing on experience within a company.
- Professionalism and accumulating knowledge.

Workshop

End-of-project review. Using template no. 4 Project report. Estimating how advanced your practices are.