Project Management: The Basics

Hands-on course of 3 days - 21h
Ref.: PNI - Price 2025: 2 030 (excl. taxes)

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Identifying the main goals of a business project and the roles involved

Evaluating workloads and organizing a project's schedule

Building and monitoring a project's budget dashboard

Monitoring and managing a project's risks

Managing indicators for a subcontracting decision

Managing and communicating within the project

TEACHING METHODS

Active and participatory instructional methods. Alternating theory and practice, and how it applies to the participants' context and experience

Practical case study applied to the different phases of a project.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

THE PROGRAMME

last updated: 07/2024

1) Introduction to project management

- Defining what a project is and what project management is
- Understanding the issues in project management
- Grasping basic concepts: Components, types, project stakeholders.
- Life cycle, project and product of the project.
- Awareness of legal restrictions and standards.

2) Defining a project's content

- Preparing demand management: Feasibility, project framework, specifications.
- Defining deliverables: Final product or service, transitional result.
- Determining the project's scope. Organizing the hierarchical breakdown.
- Creating the project management plan. Considering possible alternatives.
- Establishing project documentation management rules.

Hands-on work : Identifying different types of projects.

3) Time, cost, and profitability management

- Estimating durations and workloads to assess human challenges: Analytical method, expert judgment.
- Sequencing activities using a PERT network or Gantt chart: Free margin, total margin, critical path.
- Using compression techniques for resource leveling and planning.
- Estimating project costs: Analogous estimation, parametric estimation, bottom-up estimation, three-point estimation, reserve analysis.
- Creating the budget: Aggregating costs, expert judgment, integrating historical data and budget constraints.
- Evaluating return on investment and managing costs: Profitability threshold, break-even point, budget monitoring.

Hands-on work : Designing a project schedule. Creating the budget of the project's first batch. Calculating ROI.

4) Risk management

- Risk management planning: FMECA methodology.
- Identifying risks: Information-collecting technique, checklist analysis, assumptions, SWOT.
- Qualitative analysis: Description and categorization of risks, probability assessment and risk impact.
- Quantitative analysis: Evaluation and matrix of a risk's probability and impact, criticality, risk modeling.
- Risk response planning: Strategies for negative risks, positive risks, conditional response.
- Searching for the causes of risks: Ishikawa diagram (5M), Five Whys method.
- Monitoring and reducing risks: Risk auditing, gap and trend analysis, performance measurement.

Hands-on work : Identifying potential risks and the response to risks.

5) Entering into a contract

- Planning contracts: Decision tree to choose between production and purchasing.
- Launching a request for proposals: Functional or non-functional specifications, requirements, response framework.
- Selecting subcontractors: Assessment criteria and grading proposals.
- Administering and executing the contract: Negotiating the specifications and proposal, approving the contract.
- Managing the integration of a service provider into the management plan and project monitoring.

Hands-on work : Decision tree for "buy or do".

6) Oversight and communication

- Planning human resources: Analysis of environmental factors and organizational assets.
- Training, developing, leading the project team: The five steps of creating a team, recognition, rewards.
- Tracking the team's activity and assessing it. Evaluating performance.
- Individual monitoring and project monitoring: Progress report, dashboards, evaluation meetings.
- Planning communication: Analysis of needs, using technology, communication methods and models.
- Distributing information and reporting: Required frequency, available technology, project duration, etc.
- Managing, negotiating, and handling conflicts: Disagreements, tensions, obstruction, conflicts whether open or not.

Hands-on work : Creating the project responsibility matrix. Building the project progress dashboard.

7) Quality management and knowledge management

- Knowing the definition of quality and the standards. Project acceptability criteria.
- Planning quality: Analyzing the cost-benefit ratio, special quality management methods.
- Implementing quality assurance and control: Quality audits and analyzing the process.
- Project report, successes and failures, institutional and project memory.

Hands-on work : Identifying the project's quality metrics.

DATES

REMOTE CLASS
2025 : 15 oct.