

# Project management, the essentials for managers

Hands-on course of 2 days - 14h

Ref.: GPG - Price 2024: CHF1 550 (excl. taxes)

## THE PROGRAMME

last updated: 01/2018

### 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.

*Hands-on work* : 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.

*Hands-on work* : 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.

*Hands-on work* : 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.

*Hands-on work* : 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.

*Hands-on work* : 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.

#### 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](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Professionalism and accumulating knowledge.

*Hands-on work* : End-of-project review. Using template no. 4 Project report. Estimating how advanced your practices are.

## DATES

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### REMOTE CLASS

2025 : 20 Feb, 15 May, 28 Aug,  
04 Dec