

# Managing an IT project

Hands-on course of 3 days - 21h

Ref.: GPI - Price 2024: CHF2 070 (excl. taxes)

Directing a development project for an information system is an operation filled with pitfalls, as the analysis of difficulties actually encountered will show. This course, largely based on the presenters' experience, will give you all the elements for controlling the progress of your IT projects in terms of time scale, cost and quality.

## THE PROGRAMME

last updated: 01/2018

### 1) Introduction to project management

- The notions of project and project management. The players in a project. Product and project. The project life cycle. Pr

### 2) Managing the project's content

- Planning and defining the content: analysing the product, identifying alternatives, analysing the stakeholders (the play

*Hands-on work* : Breaking down a project into components and defining the life cycle.

### 3) Managing time scales

- Estimating workloads. Estimation techniques: expert judgement (Delphi), analogy, rising estimates (analytical evaluation

- Sequencing activities: the antecedents method, arrow diagram, schedule network, determining dependencies, lead-time offs

- Drawing up the schedule: critical path, schedule compression, analysis of possibilities, levelling resources, the critic

*Hands-on work* : Evaluating workloads with different methods. Drawing up and analysing a diagram. Drawing up and analysing a schedule.

### 4) Managing costs

- Estimating costs: techniques and methods.

- Budgeting: cost control, monitoring: budget indicators, building them, analysing them.

*Hands-on work* : Building a budget dashboard.

### 5) Managing risks

- Introduction to project risks. Risk management planning. Identifying risks (brainstorming, cause-effect diagram, analysi

*Hands-on work* : Analysing tables and identifying responses.

### 6) Managing sub-contracting

- Planning the contracts. Asking for offers. Administering and terminating the contract.

- The players in a project: the general contractor, the contracting authority: roles and responsibilities.

- Managing project integration: the management plan, leading and steering the execution of the project. Monitoring indicat

*Hands-on work* : A do-or-buy decision tree.

#### PARTICIPANTS

IT project leader, user project leader, project management, certification candidate and all players with a role in managing projects.

#### PREREQUISITES

None.

#### 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.

### 7) Managing the project's human resources

- The team. Motivation. Management style. Scheduling resources. Training, developing, leading the project team. The project

*Hands-on work : Leadership style, individual assessment, project progress.*

### 8) Managing project communications

- Interpersonal communication. Scheduling communications. Disseminating information. Drafting the progress report. Managing

*Hands-on work : Managing conflicts.*

### 9) Calculating the profitability of projects

- Types of benefit goals. ROI, return on investment. Investment decision.

*Hands-on work : ROI, payback period.*

### 10) Managing project quality

- Quality control benchmarks. Quality control and project. Quality control planning. Quality assurance implementation. Qua

*Hands-on work : Metrics search.*

### 11) Managing expertise on projects

- Company memory and project memory. General structure of a project memory.

*Hands-on work : Search for capitalisation from identified risks.*

## DATES

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### REMOTE CLASS

2025 : 12 Feb, 12 May, 25 Aug,  
17 Nov