

Project management in practice

Description

This course will give you the keys to successfully manage your projects. It is based on the fundamental activities and information that a project manager must control. It consists of theoretical introductions and, on top of that, practical exercises. The simulations are based on a case study proposed by the trainer or one you can propose to give them a contextual meaning.

Course Content

Module 1: Introduction

- Definitions (project, project management)
- Types of approach to a project (predictive [planned, waterfall] or adaptive [Agile])
- Basic activities and processes for a project manager

Module 2: Why this project?

- Justification of a project
- Deliverable, result, value

Module 3: Who is involved in this project?

- Definition of a stakeholder
- Categories of stakeholders
- Roles and responsibilities in a project

Module 4: What do we need to deliver?

- What is quality?
- Define needs and requirements
- Define deliverables

Module 5: How and when to deliver?

- What is the best way to deliver the product?
- The basics of planning (including some useful techniques)

Module 6: Predict or react?

- Definitions (risk, problem, category)
- Be proactive

Module 7: How to manage changes in a project?

- Definition (change)
- Change management steps

Module 8: How to monitor and report on the status of a project?

- Dimensions to be checked
- Some useful techniques
- What to report on project control?

Module Unit 9 (optional): What are my responsibilities?

- Define the job description of a project manager

Lab / Exercises

- Module 1: Go together through the main activities a project manager must carry out and control
- Module 2: Define the reasons and expectations of your project and your product
- Module 3: Identify, understand, and assign responsibilities to stakeholders
- Module 4: Define the quality expectations of the final product
- Module 4: Define the main deliverables and their dependencies
- Module 5: Develop a plan at the project level (possibly including the budget)
- Module 6: Define and deal with a few typical risks
- Module 7: Define and process a few change requests
- Module 8: Design a status report
- Module 9 (optional): Define your own project manager's job description

Participant profiles

- Every professional tasked with managing any type of project

Prerequisites

- No prerequisites

Objectives

- Become familiar with the basic information (themes) to be managed by a project manager
- Become familiar with the activities (processes) to be conducted by a project manager
- Understand how to adapt a project to its context
- Extend your knowledge through practical exercises based on a case study
- Define the specifications of a project manager (authority and responsibilities)

Niveau

Fondamental

Classroom Registration Price (CHF)

1800

Virtual Classroom Registration Price (CHF)

1700

Duration (in Days)

2

Reference

GPROJET