Project management in practice

Description

The success of a project relies on a clear method, solid organization, and regular practice. This hands-on project management course helps you acquire the essential foundations and put them into practice. It combines theoretical concepts with practical exercises to strengthen your skills effectively.

Gaining the fundamentals to manage projects better

The distinctive feature of this course is its practice-oriented approach. Each participant explores the key stages of project management through real-life case studies. You will have the opportunity to immediately apply the principles covered in class. The trainer provides a realistic case study, but you may also bring a project from your own professional activity. This method gives real context to the concepts studied and makes them easier to master.

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

Documentation

- Official digital courseware included

Participant profiles

- Junior or experienced project managers
- Managers and team leaders
- Consultants and project coordinators
- Professionals transitioning to project management

Prerequisites

- No prerequisites

Objectives

- Identify the key themes of project management
- Carry out project activities and processes
- Adapt methods to the context
- Define requirements and deliverables
- Plan steps and organize delivery
- Anticipate risks and solve problems
- Manage changes and their impacts
- Monitor progress and report effectively

Description
Project Management through Practice Training
Niveau

Fondamental
Classroom Registration Price (CHF)
1800
Virtual Classroom Registration Price (CHF)
1700
Duration (in Days)
2
Reference
GPROJET