

# 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