Course : Building a Trello table for use in your project

A simple, effective collaborative tool for project management.
Practical course - 3.5 hours - Ref. 9PT
Price : 370 € E.T.

Trello is an easy-to-use tool for the occasional project manager. This 3h30 hands-on workshop will enable you to build a functional project management chart. Tested and improved as a group, this chart will be directly operational in your practice.

Teaching objectives

At the end of the training, the participant will be able to:

- Visualize and adapt corporate project management processes.
- Formalize and transcribe these processes in Trello.
- Involve employees in the project.

Intended audience

Anyone responsible for the occasional organization and management of a project.

Prerequisites

No special knowledge required.

Practical details

Teaching methods

Active and participative teaching methods. Structuring a Trello board that can be reused in a professional context. Group workshop on enriching your board. Sharing of best practices.

Course schedule

1   Building your Trello board

- Represent the company's processes in the table.
- Ensure a shared project vision with Trello.
- Using Trello as a roadmap.
- Define project progress measurement.

Hands-on work
Each participant creates his or her own Trello board, integrating the project processes and methods specific to his or her organization. They define objectives, milestones and progress measurements.

2   Bringing the project to life with Trello

- Organize Trello cards: schedule individual and team tasks.
- Facilitate collaborators' experience of the project: card templates, automations, and action buttons.
- Consolidate basic Trello best practices.

Hands-on work
Workshop: sharing and cross-use of tables. Feedback and recommendations for improvement: fluidity and legibility of scheduling, standardization of processes with templates, automation and action buttons. Definition of a charter of best practices.

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.