

Course : Assistant project manager, the job

good organization and communication practices

Practical course - 2d - 14h00 - Ref. AHP

Price : 1500 CHF E.T.



You are responsible for providing assistance to the project manager: planning, drafting minutes of steering meetings, filing project documentation, etc. This training course will enable you to understand the components and constraints of a project so that you can effectively assist your manager.

Teaching objectives

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

- ✓ Understanding the project approach
- ✓ Defining your mission framework
- ✓ Positioning yourself in the project
- ✓ Follow the project

Intended audience

All persons in charge of assisting a project or program manager, MOE-MOA assistants.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Methodological input, practical exercises using the toolbox and role-playing.

Teaching methods

Active, participative teaching methods.

Course schedule

PARTICIPANTS

All persons in charge of assisting a project or program manager, MOE-MOA assistants.

PREREQUISITES

No special knowledge required.

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.

1 What is a project?

- What is and isn't a project, and when should you switch to project mode? Project objectives and constraints.

Group discussion

Sharing experiences and difficulties encountered.

2 Understanding the project approach

- The three complementary cycles of a project.
- Project phasing (stages, tasks and deliverables).
- The different decision-making levels in a project: comitology.

Group discussion

Different project lifecycle strategies.

3 The tasks of the project manager and his assistant

- The missions of the technical project manager and the project manager.
- The different ways in which the assistant can be positioned, and the limits of his or her intervention.

Case study

Define your role as assistant: mission statement.

4 Prepare the project management plan

- Scoping note: objectives, challenges, risks.
- The decomposition of work and "product": WBS/PBS.
- Project risk identification: action plans.
- Scheduling (PERT) and task and resource planning (GANTT).
- Project budget (Earned Value).
- Example of a project plan in MS Project.
- Examples of the assistant's role in drawing up the project management plan (PMP).

Case study

Propose two planning and budget scenarios to the project manager.

5 Control project progress

- Monitor progress and trends: the follow-up meeting.
- Integrate discrepancies, readjust management plan (schedule, budget).
- Produce a summary management dashboard: key indicators.
- Organizing and leading steering meetings: the assistant's role.

Case study

Draw up a progress report on a GANTT schedule, then prepare a dashboard for the steering committee.

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.

6 Organize and control project documentation filing

- Main deliverables, positioning in the RACI responsibility matrix.
- Document change management and traceability. Example of filing systems.
- Project capitalization: project assessment.

Group discussion

Analysis of key project documents.

Dates and locations

REMOTE CLASS

2026 : 22 June, 17 Sep.