

Course : Operational project management

The fundamentals

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

Price : 1610 CHF E.T.

★★★★☆ 4,6 / 5

BEST

At the end of this module, participants will have mastered the skills needed to identify their position within a project, its logic and work within a project team.

Teaching objectives

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

- ✓ Know the vocabulary and basic concepts of project management
- ✓ Participate in project execution
- ✓ Monitor work execution
- ✓ Collaborate hierarchically and functionally within the project team and its organization

Intended audience

Anyone involved in or managing a project.

Prerequisites

Initial experience of working in project mode.

Practical details

Hands-on work

Theoretical input and practical exercises.

Teaching methods

This highly interactive course is based on an alternation of theoretical input, practical work, discussions, workshops and contextualized case studies.

Course schedule

PARTICIPANTS

Anyone involved in or managing a project.

PREREQUISITES

Initial experience of working in project mode.

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 Introduction to project management

- Definitions and objectives of project mode: characteristics, the project triangle...
- Understand organizational structures: functional, project-based, matrix...
- Project typologies.
- Project management.
- Key project management vocabulary: stages, phases, milestones, tasks and deliverables...

Exercise

Identify the different types of projects.

2 Participate in project execution

- Understand the content of a scoping memo, and extract the elements needed to work on the project.
- Understand the golden triangle of project management: quality, cost and deadlines.
- Ensures that tasks are carried out in accordance with the golden triangle.
- Collaborate with other team members: communicate, report difficulties.
- Participate in team life.

Exercise

Study a scope memo to extract the essential elements, simulation of a team meeting.

3 Monitor work execution

- Evaluate the amount of work still to be done on your tasks.
- Update the schedule with its remaining work.
- Identify the impact of this update on planning and on the golden triangle.
- Suggest corrective actions to limit impact.
- Ensure quality of deliverables.
- Understand the impact on the budget and update it.
- Identify possible risks and their impact on the golden triangle: propose corrective actions.

Exercise

Assess remaining work, interpret impact on planning, update risk management plan.

4 Collaborate hierarchically and functionally within the project team

- Draw up and present the monitoring dashboard: project monitoring indicators, costs, deadlines, deliverables and risks.
- Know the different contributors to a project: roles, responsibilities and concerns.
- Know the different means of communicating about the project.
- Identify communication targets, stakeholders, players and business units.
- Rules of good communication.
- Information dissemination: update the project communication plan.
- Tools: human resources management plan, responsibility matrix.

Exercise

Create the project responsibility matrix. Build the project progress dashboard.

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.

Dates and locations

REMOTE CLASS

2026 : 4 May, 6 July, 14 Sep., 23 Nov.