

# Course : Project management: best practices

Synthesis course - 2d - 14h00 - Ref. GPJ

Price : 2020 CHF E.T.

★★★★☆ 4,1 / 5

Managing a cross-functional business project requires a pragmatic, synthetic approach to the project, communication and management skills, and a mastery of project management techniques and tools. This comprehensive course offers a step-by-step approach that will enable you to manage your projects successfully.

## Teaching objectives

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

- ✓ Understand the steps involved in project management
- ✓ Organize meetings and keep the various bodies informed
- ✓ Coordinating project stages
- ✓ Keys to successful project implementation

## Intended audience

Business experts moving towards a project manager role, project managers starting out or with initial experience.

## Prerequisites

No special knowledge required.

## Practical details

### Case study

Expression of need. Pre-framing and framing. Formalize milestones. Project planning. Budget and progress dashboard.

### Teaching methods

Active, participative teaching. Sharing of practices, exchanges. Case studies. Toolbox and templates.

## Course schedule

### PARTICIPANTS

Business experts moving towards a project manager role, project managers starting out or with initial experience.

### 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 Understanding what a project is

- Defining project management: objectives and constraints.
- Use key project management vocabulary.
- Distinguish between different types of project: design, process, realization...

## 2 Understanding the project approach

- Aligning strategy, economics and projects.
- Understand the concepts, contributions and activities of the project portfolio.
- Project types and life cycles.
- Identify the different contributors to a project and their roles.
- Matrix organization versus hierarchical organization: what are the difficulties?

## 3 Define what you want to do and how to do it

- Prepare demand management: needs, feasibility, specifications.
- Define deliverables: product, final service or transition result.
- Analyze stakeholders.
- Formalize milestone sheets: project scoping.
- Determine project scope. Organize hierarchical breakdown: WBS / SDP.
- Draw up the project management plan.

## 4 Implement and manage the project

- Estimating workloads: techniques for designing a project schedule.
- Estimating and controlling costs: techniques and methods.
- Risk management: risk management planning.
- Project quality management: quality planning, metrics, quality control.

## 5 Giving visibility to the project

- Planning communication: targets, rules of communication and dissemination.
- Communicating with bodies: coproj, copil.
- Facilitate meetings: launch, progress, problem-solving, closing. returnchariot

## 6 Control project progress

- Draw up and present the monitoring dashboard to decision-makers.
- Monitor and evaluate team activity. Evaluate performance.
- Individual and project monitoring: progress reports, dashboards.
- Involve and mobilize contributors.
- Detect drifts and difficulties to react.

## 7 Closing the project

- Carry out the end-of-project review.
- Administrative closure of the project.
- Capitalize on and disseminate experience.

### 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.

**REMOTE CLASS**

2026 : 25 June, 8 Oct., 15 Dec.