

# Course : Managing a technical project

Practical course - 3d - 21h - Ref. GPY

Price : 1830 CHF E.T.

★★★★☆ 4,2 / 5

BEST

How to prepare and manage technical development projects for products or services in an operational environment? What tools should be used? How to support team members and stakeholders in this shared experience? This training course will provide you with the keys to efficient technical project management.

## Teaching objectives

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

- ✓ Apply project management techniques
- ✓ Apply product/service development tools
- ✓ Leading a project team
- ✓ Promote collaboration with internal and external partners

## Intended audience

Technicians, technical managers, engineers in charge of research and development projects, support function improvement (maintenance, methods, etc.).

## Prerequisites

No special knowledge required.

## Practical details

### Teaching methods

Alternating teaching inputs, practical work and case studies.

## Course schedule

### PARTICIPANTS

Technicians, technical managers, engineers in charge of research and development projects, support function improvement (maintenance, methods, etc.).

### 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 Managing a technical project in an operational environment

- Analyze needs.
- Draw up technical specifications.
- Analyze the functionalities and constraints of the product/service to be developed.
- Establish product/service performance levels.
- Organize tasks into workpackages.
- Establish project objectives, scope, expected deliverables, necessary resources.
- Assign the various responsibilities inherent in the activities: R. A. C. I.
- Stimulate the creativity of internal teams and suppliers.
- Activate the 4 levers of change management.

### Hands-on work

Complete functional analysis up to specifications. Project dashboard.

## 2 Building your project

- Plan the project in tasks using finite and non-finite capacity methods.
- Collaborate on project phasing and staking.
- Plan stages, activities, tasks: in terms of deadlines, workload, cost.
- Develop the various procedures: progress measurement, change management, etc.
- Establish project operating rules.

### Hands-on work

Optimized Gantt planning and PERT diagram.

## 3 Anticipating risks

- Define the risk management plan (Project Risk Analysis).
- Establish escalation rules and procedures.
- Prepare your crisis plan.
- Build the project's communication plan with external parties.
- Engaging the Supply Chain in development.

### Hands-on work

Climbing rules and communication plan.

## 4 Project team management

- Lead the project team.
- Giving meaning to the project for employees.
- Develop team autonomy.
- Talking to a difficult person.

### Role-playing

Conflict management in team meetings.

### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Managing the project

- Measure and analyze variances: deadlines, resources, costs.
- Managing with an Agile tool: Kanban.
- Prioritize actions effectively.
- Report on progress.
- Getting decisions made in the project.
- Communicating with stakeholders.

### Exercise

Kanban. Project follow-up.

## 6 Closing the project

- Deliver the expected results.
- Communicate on deliverables.
- Closing a development project.
- After-sales service.
- Capitalize on happy, post-mortem experience.
- Standardize tools and procedures.

### Hands-on work

Communication plan and feedback.

## Dates and locations

### REMOTE CLASS

2026 : 18 May, 29 June, 7 Sep., 18 Nov.