

Course : Planning and monitoring projects

Practical course - 3d - 21h00 - Ref. JOR
Price : 2110 CHF E.T.



Keeping track of your project's content, making it visible to yourself and your stakeholders, requires a good understanding of planning methods and tools. This course will help you master these techniques, through case studies, illustrated and implemented with MS-Project.

Teaching objectives

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

- ✓ Monitor the content of your project
- ✓ Communicating with stakeholders
- ✓ Apply project planning methods
- ✓ Use project planning tools

Intended audience

Project managers, project planners, anyone in charge of project planning.

Prerequisites

Be in charge of project planning.

Practical details

Hands-on work

Practical exercises with MS Project.

Teaching methods

Active, participative teaching methods. Alternating theory and practice.

Course schedule

1 Introduction

- Definition of a project approach.
- Planning and monitoring, as part of the project process.

PARTICIPANTS

Project managers, project planners, anyone in charge of project planning.

PREREQUISITES

Be in charge of project planning.

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.

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.

2 Planning techniques

- Identify project tasks.
- Build the PERT network, specifying the dependencies between tasks.
- Identify project margins and critical paths.
- Assign resources to tasks.
- Understanding the work-unit-duration relationship.
- Optimize project resources.
- Save initial planning.

Hands-on work

Set up a PERT network. Calculation of earliest and latest dates, margins, network optimization. Planning in MS-Project. Optimize resource utilization. Initial planning.

3 Project management

- Progress indicators, utilization factor, speed and performance, remaining loads.
- Economic indicators: CBTP, CBTE, CRTE.
- Various reports (activity, progress, etc.).
- Hazard management: steering committee, project triangle.
- Individual and project follow-up.

Hands-on work

Create a dashboard from activity reports. Build dashboards with MS-Project.

4 The resources

- Definition of human and logistical resources.
- Task/resource association, reservation and assignment.
- Translating resources into costs.

Hands-on work

Modify resource associations. Edit project costs.

5 Multi-project monitoring

- Presentation of standardized breakdowns: PBS, WBS, OBS.
- Inter-project planning constraints, shared resources.

Hands-on work

Breakdown of the project into sub-projects.

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 Case study with MS-Project

- Presentation of the case study.
- Views, filters and diagrams: customize interfaces with MS-Project.
- Steering by resources or by duration.
- Summary tasks.
- Resource audit.
- Recording resource activity.
- Understand monitoring indicators.
- Project assessment.

Hands-on work

Enter initial and modified planning. Entry of standard and simplified progress.
Management of contingencies during the month, input of progress by e-mail.
Project summary.

Dates and locations

REMOTE CLASS

2026 : 1 June, 14 Sep., 14 Dec.