Managing an IT project

Hands-on course of 3 days - 21h
Ref.: GPI - Price 2025: 2 120 (excl. taxes)
The price for the 2026 session dates may be revised

Carrying out an Information System development project is full of pitfalls, as an analysis of the difficulties encountered in practice shows. This course, based essentially on the experience of the speakers, will provide you with all the elements you need to control the progress of your IT projects, in terms of deadlines, costs and quality.

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Break down a project into components and define a life cycle

Master the indicators to evaluate when deciding to outsource

Evaluate project workloads, define and organize schedules accordingly

Build and monitor a project's budget dashboard

Evaluate your project team management style and master the project communication plan

Identify project risks and appropriate responses

THE PROGRAMME
last updated: 09/2025

1) Introduction to project management
- The notion of project and project management.
- Project players.
- Product and project. Project life cycle.
- Project process groups.
- The PMI (Project Management Institute) best practice guidelines and knowledge areas.

2) Project content management
- Planning and defining content: product analysis, identifying alternatives.
- Stakeholder analysis.
- Models (waterfall, W, iterative). Project types: development, integration, deployment.
- Create the project breakdown structure: WBS.
Hands-on work : Breakdown of a project by component and definition of the life cycle.

3) Deadline management
- Effort estimation
- Techniques: expert judgment (Delphi), analogy, analytical evaluation, probabilistic evaluation, function points...
- Sequencing of activities: antecedent method, determination of dependencies, shifting (advance/delay).
- Schedule development and compression: contingency analysis, resource leveling, critical chain...
Hands-on work : Evaluation of loads using different methods. Drawing up and analyzing a diagram. Drawing up and compressing a schedule.

4) Cost management
- Financial cost estimation: techniques and methods.

- Budgeting: controlling costs; monitoring: building and analyzing budget indicators.
Hands-on work : Build a budget and cost-control dashboard.

5) Risk management
- Introduction to project risks. Risk management planning.
- Risk identification (brainstorming, cause-effect diagram, checklist analysis).
- Qualitative (probability, impact, etc.) and quantitative (expected monetary value, decision tree) analyses.
- Risk response planning.
- Risk monitoring and control. Audit: risk factors.
Hands-on work : Identification de risques projet, évaluation du risque.
Repérage de réponses adaptées au risque.

6) Subcontracting management
- Plan contracts. Solicit bids. Contract administration and closing.
- Project players: project owner, project manager. Roles and responsibilities.
- Project integration management: the management plan, directing and steering project execution.
- Project management indicators.
Hands-on work : Buy or make decision tree.

7) Project human resources management
- Teamwork. Motivation. Management style.
- Resource planning. Train, develop and manage the project team.
- The project information system: individual and project tracking.
Hands-on work : Leadership style, individual assessment, project progress.

8) Project communications management
- Human communication. Communication planning.
- Dissemination of information. Preparation of progress reports.
- Stakeholder management.
Hands-on work : Project communication plan.

9) Calculating project profitability
- Typology of profit objectives. ROI. Investment decision.
Hands-on work : ROI, payback period.

10) Project quality management
- Quality benchmarks. Quality and projects. Quality planning. Implementing quality assurance.
- Implement quality control.
Hands-on work : Metric search.

DATES

REMOTE CLASS
2025 : 17 nov.

2026 : 18 mars, 27 mai, 19 août,
02 déc.