Project Ownership: Leading a Project

Hands-on course of 3 days - 21h
Ref.: MTO - Price 2026: 2 290 (excl. taxes)

EDUCATIONAL OBJECTIVES

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

Understand project fundamentals and the role of the project owner

Lead each step of the project

Prepare communications and change management

Use productivity tools for project owners

THE PROGRAMME

last updated: 02/2024

1) Project fundamentals

- Defining how to manage an Information System development project.
- Breakdown into steps, standard project, maintenance project.
- Project management variants: Agile methods, Merise.
- Steps carried out and validated by the project owner and the deliverables produced.
- Relationships with the lead contractor. The service contract.
- Method, technique, and tools for project oversight.

2) Advisability study

- Defining the result objectives.
- Identifying the project's issues and constraints.
- Assess how the project fits into the IS strategic plan.
- Field and limits of the project (budget, timeframe, etc.).
- Expected deliverables: Framework memo, project sheet, macro-schedule, and budget.

Hands-on work : Identify the challenges and objectives of a project.

3) Feasibility study

- Carry out the study of what exists, the maintenance techniques, the summary work.
- Propose and evaluate scenarios.
- List the main expected functions.
- Learn the initial elements of a technical architecture.
- Define the means (human, financial, time).
- Define the scenarios' profitability thresholds (ROI technique).

Hands-on work : Identifying key factors to a project's success and a scenario's ROI.

4) Launching and organizing communications

- Launch communications.
- Organizing steering committees and project committees: Objectives, role, participants, agenda.
- Project team meetings.
- Different communication channels, internal and external.
- The communication plan throughout the project's lifecycle.

5) Functional specifications

- Modeling business processes, support processes, and control processes.
- Risk analysis.

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.

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.

- Risk reduction measures, development plan.
- Specifications and their major clauses.
- Chapters of the functional specifications.
- What to do when subcontracting activities.
- Define and prioritize the system's major functions (functional scope).

Hands-on work : Propose a data model. Creating a project's risk matrix.

6) Validation

- Validation and decisions by various bodies (steering committee, user group).
- Validation and decision cycle.
- Quality validation. Functional validation.
- Techniques that facilitate validations.

Hands-on work : Validating a class and prototype model.

7) Functional acceptance

- Role of the project owner in defining the software's quality. Quality benchmarks.
- Acceptance methodology. Break down into batches.
- Receiving the delivery. Temporary and final acceptance.
- Plans, test campaigns, and testing basis.
- Techniques for carrying out test campaigns.
- Formalizing and evaluating the results, making decisions.
- Presenting standard acceptance documents.
- Contractual documents (when subcontracting).

Hands-on work : Establishing acceptance cases and the corresponding data.

8) Change management and implementation

- Positioning the various change makers within the project.
- Studying the various causes of resistance to change.
- Creating user documents, user guide, reference manual.
- Organization and logistics: Inserting the new system into the organization.
- Training, preparing plans, and creating materials.
- Adapting actions based on types of resistance.

9) Project planning and monitoring

- Load estimation, methods: Delphi, functional points, proportional breakdown.
- Task planning: PERT chart, Gantt chart.
- Assigning resources: Leveling, smoothing.
- Break down into monitoring components, follow-up meetings, techniques.
- Individual monitoring and project monitoring.
- Organizing and unifying a project team.

Hands-on work : Conducting an estimate using the function points method. Creating a project schedule.

10) Tools for project owners

- Modeling and documentation tools (Rose, AMC, etc.).
- Prototyping tools (Visio, Word, etc.).
- Management tools (MS Project, etc.).
- Acceptance testing tools (HQ Quality Center, Test Link, Salomé, etc.).
- Training tools (Authorware, Toolbook, etc.).
- Document management tools (Novaxel, etc.).
- Workgroups.

DATES

REMOTE CLASS
2026 : 23 mars, 18 mai, 27 juil., 23 nov.