Course : Launching and monitoring a project in the public sector

Practical course - 2d - 14h00 - Ref. LPL
Price : 1190 € E.T.

The aim of this course is to show you how to manage a project within a public sector organization. Adapted to all types of project, service or infrastructure deployment, it will provide you with an approach that takes into account change management and risk management.

Teaching objectives

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

- Identify the challenges of project mode in the public sector
- Project management, organization, planning and completion
- Communicating and informing about the project
- Leading and motivating project teams
- Build your own toolbox adapted to your organization's context
- Capitalize on experience for future projects

Intended audience

Any manager in charge of organizing and managing a project.

Prerequisites

No special knowledge required.

Practical details

Exercise
Alternating methodological input, practical exercises using a toolbox and role-playing. Active and participative pedagogy.

Teaching methods
Active pedagogy based on experience sharing, application and evaluation throughout the course.

Course schedule

PARTICIPANTS
Any manager in charge of organizing and managing a project.

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.

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.

(1) Essential project management concepts

- Define the notion of project.
- Identify the advantages of operating in project mode.
- Clarify key success and failure factors.
- Assess the organization's culture and maturity: sense of public service, change management and risks.
- Segment different types of project.
- Understanding the project life cycle.

Group discussion
Using an example from the public domain, first experiments with the tools discussed. Exchange of experiences and difficulties encountered.

(2) Drawing up the opportunity study form and the project form

- Re-examine policy orientations to better take them into account.
- Identify stakeholders and mobilize governance and steering bodies.
- Validate objectives: political support and endorsement from management.
- Draw up the project management plan and set up the team.
- Estimate loads and key planning elements.
- Estimating risks.

Hands-on work
Draw up the mission statement and framework note. Present it to the steering committee.

(3) Project management

- Create monitoring and management dashboards: monitoring, risk and impact indicators.
- Implement communication plans for staff, users, elected representatives and supervisory authorities.
- Set up reporting for the organization and elected representatives or the supervisory authority (where applicable).
- Handover and acceptance of the project: operational changeover and transition to post-project status.
- Closing the project: reporting, communicating, capitalizing and recognizing.

Role-playing
Determine strategies and develop scenarios based on risks and stakeholders.

(4) Risk management

- Planning the risk management function.
- Identify risks.
- Identify areas of impact and warning signals.
- Select appropriate strategies.
- Integrate risk management into reporting processes and dashboards.

Role-playing
Calculate the probable cost of risks, measure their impact on ROI...

5   **Change management: the human factor**

- Understand the general principles of change management.
- A support system for agents and users
- Integrate the change process into all stages of the project.

Hands-on work

Based on a real project, learners carry out the first stage of change: the project kick-off meeting.