

# Course : Managing an IT project

Practical course - 3d - 21h00 - Ref. GPI

Price : 2220 CHF E.T.

 4,4 / 5

BEST

Points PDU

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.

## Teaching objectives

At the end of the training, the participant 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

## Intended audience

IT project managers, user project managers, project management assistants, certification candidates and all those involved in project management.

## Prerequisites

Knowledge of basic IS vocabulary.

## Course schedule

### PARTICIPANTS

IT project managers, user project managers, project management assistants, certification candidates and all those involved in project management.

### PREREQUISITES

Knowledge of basic IS vocabulary.

### 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 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.

## 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.

## 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 and locations

### REMOTE CLASS

2026: 18 Mar., 22 Apr., 27 May, 27 May, 17 June, 22 July, 19 Aug., 19 Aug., 30 Sep., 28 Oct., 18 Nov., 2 Dec., 2 Dec.

### LAUSANNE

2026: 27 May, 19 Aug., 18 Nov.

### GENÈVE

2026: 27 May, 19 Aug., 18 Nov.