

# Project management certification course

Practical course - 13d - 91h00 - Ref. KMO

Price : 6260 CHF E.T.

At the end of this training cycle, you'll be able to assume your role as project owner in every sense of the word. You'll have all the knowledge you need, both technical and managerial, to play a key role in the success of your projects.

## Teaching objectives

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

- ✓ Model business processes and define the main functions of an information system
- ✓ Finely represent the processes and data of the target system using UML diagrams
- ✓ Design and organize the recipe for an application to be developed
- ✓ Build an action plan to lead all stakeholders towards change

## Intended audience

Anyone indirectly involved in the design of a system: project owners, delegated project owners, users, IT correspondents, organizers.

## Prerequisites

At least two years' experience in analysis, on application design or integration projects.

## Practical details

### Certificate

Orsys certification attests to the skills acquired during the study cycle.

### Teaching methods

The knowledge base in project management is fundamental. The corresponding course, ref MTO, must be taken first in the cycle. The other courses can then be taken in any order.

### PARTICIPANTS

Anyone indirectly involved in the design of a system: project owners, delegated project owners, users, IT correspondents, organizers.

### PREREQUISITES

At least two years' experience in analysis, on application design or integration projects.

### 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.

## Course contents

This course consists of the following modules :

### Project Ownership: Leading a Project

Ref. MTO - 3 days



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### Testing and acceptance for project ownership: Design and implementation

Ref. REA - 3 days



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### Successful Change Management: Approach and Tools

Ref. CHA - 2 days



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### Certification Project Manager Project Management

Ref. KMX - 1 day



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## Course schedule

### 1 IT project management

- Project, management of an information system development project.
- Stages carried out and validated by the project owner. Deliverables produced.
- Relations with the prime contractor. Service contract.
- Why conduct an opportunity study? How to carry it out?
- Feasibility study essentials: technical, human and economic aspects.
- Organization of steering and project committees: objectives, role, participants, agenda.
- Model business processes, support processes and steering processes.
- Define and prioritize major system functions (functional scope).
- Validation and decisions by various bodies (steering committee, user group).
- The role of the project manager in defining software quality. Quality benchmarks.
- Plans, test sets and test bases.
- Change management and implementation. Training, plan preparation and media production.
- Estimation des charges, les méthodes. Planification des tâches : le réseau PERT, le diagramme de Gantt.
- Project planning and monitoring. Breakdown into follow-up elements, follow-up meetings, techniques.
- Tools for project managers

### Hands-on work

Calculate scenario ROI. Propose a data model, a class model. Establish a project risk matrix. Draw up test cases and associated data. Estimate workloads and draw up a project schedule.

## 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.

## 2 Tests and receipts for the contracting authority

- Introduction to software testing. What is software testing? Test typology.
- Understanding project roles (project owner, project manager, acceptance team, users).
- Deliverables (specifications). Steps in the process.
- The recipe process and its interactions.
- Acceptance plan: types of tests, scope, deliverables, resource requirements, schedule and risks.
- The principles of non-conformity management.
- Anomaly managers, principles and market solutions.
- Traceability of requirements and tests.
- Testing techniques. Test objective coverage.
- Test implementation. Test sets and databases. Automated testing.
- Recipe campaign. Test platforms (sandbox, pre-production). Assessment and acceptance report.

### Hands-on work

Analysis of an acceptance plan. Handling and parameterization of test repository and anomaly management tool. Design and implementation of test scenarios in the repository. Cross-review of tests. Execute tests and record results for final evaluation.

## 3 UML 2.0 for project management

- Modeling methods, the role of UML.
- Object-oriented concepts: class, object, generalization, specialization, inheritance...
- Needs analysis. Solution design.
- Describing business processes: Communication diagrams. Use cases. Scenarios.
- Activity diagram. Interaction diagram. Sequence diagram.
- Describing information. The class-entity diagram to model data. The state diagram.
- Diagnose the existing system. Select reconfiguration options.
- Designing a solution. Defining the application context. Representation of existing and target architecture.
- Integrating UML into a project process.
- Introduction to other project processes (XP, etc.).

### Case study

Describe the context in UML and the activities of a business process. Create a data dictionary.

## 4 Driving change

- Identify the key players in the change process and pinpoint their position: allies, dislikes, indifferents, opponents.
- Establish the cost/benefit balance of change for employees.
- Build a message that gives a clear vision of change.
- Clarify the objectives of the change. Help others to clarify.
- Active listening: a communication tool for change. Posture and techniques.
- Master the key stages in running a participative meeting. Share ideas and rely on others.
- Build your communication plan: objectives and resources.
- Mastering steering tools for managers. Draw up a change dashboard.

### Exercise

Formalize the ambitions of the change project. Describe the stages and resources available. Conduct a participative meeting. Training in active listening techniques. Build an action plan.

## Options

### Certification : 290€ HT

La certification ORSYS se déroule sur 3 heures et comprend des QCM, des questions ouvertes et une étude de cas. Elle évalue les compétences en maîtrise d'ouvrage : cadrage de projet, compréhension du besoin, rôles MOA/MOE, modélisation UML, organisation des tests et recettes, et accompagnement du changement. La certification DiGiTT® est proposée en option lors de l'inscription. Elle s'articule en trois étapes : passage d'un Diag® avant la formation, accès à une digithèque pour l'apprentissage des compétences digitales, puis passage de l'examen de certification. L'examen consiste en un test de 90 minutes, disponible en français et en anglais. Le résultat atteste du niveau de compétences sur 1000 points (débutant, intermédiaire, avancé, expert). Le suivi de la formation seule ne garantit pas l'obtention du score maximal. La planification et le passage de l'examen s'effectuent en ligne dans les 4 semaines suivant le début de la session.

## Dates and locations

### REMOTE CLASS

2026: 23 Mar., 18 May, 27 July, 28 Sep., 23 Nov.