Occasional project manager

Hands-on course of 2 days - 14h
Ref.: CPO - Price 2024: €1 390 (excl. taxes)

EDUCATIONAL OBJECTIVES

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

Assuming the role of project manager

Organizing and monitoring the project's progress

Communicating in a non-hierarchical setting

Managing your time: Regular activity vs. project management

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TEACHING METHODS

Active and participatory instructional methods. Alternating theory and practice, and how it applies to the participants' context and experience

Hands-on exercises, toolbox, and scenarios.

THE PROGRAMME

last updated: 01/2018

1) What is a project?
- What a project is and is not.
- When should you go into project mode?
- The goals and restrictions of a project.

Hands-on work : Exchanging experiences and past difficulties.

2) Defining the scope of your task
- Delimiting your responsibility and contribution: The mission letter.
- Identifying the requesters, goals, and challenges: The project outline.
- Delimiting the project's scope of action.
- Getting managerial bodies involved: Steering committee.

Case study : Creating your mission letter and framework document. Presenting it to the steering committee.

3) Defining the need
- Clearing up confusion between needs and solutions.
- Expressing needs: The specifications.
- Making decisions within limits of time or cost.
- Prioritizing needs: Fundamental, important, and desirable functions.

Role-playing : Expressing and formalizing a need.

4) Constructing the project roadmap
- Inventorying tasks, how to limit omissions.
- Getting future stakeholders involved, relying on their expertise.
- Defining levels of responsibilities: The RACI matrix.
- Identifying possible risks: Proposing action plans.
- Constructing schedule and budget scenarios to help decision-makers decide.

Case study : Create two schedule/budget scenarios.

5) Controlling the project's progress
- Getting contributors involved and motivated.
- Detect deviations and difficulties early enough to react.
- Managing the project team outside of normal reporting relationships (matrix mode).

- Monitoring suppliers.
- Organizing and leading a monitoring meeting with the project team: Key progress indicators.
- Crafting and presenting the monitoring dashboard to decision-makers.
Role-playing : What corrective scenarios should take place after a deviation?

6) Traps to avoid
- Common project pitfalls.
- Ten classic pitfalls to watch out for.
- Best practices: The art of good project management.

DATES

REMOTE CLASS
2025 : 31 Mar, 26 May, 07 Aug,
09 Oct