

# Project Management overview

Overview course of 3 days - 21h

Ref.: MAP - Price 2024: €2 690 (excl. taxes)

Managing an IT project requires pragmatic management know-how, and knowledge of tools and techniques. For each of these topics, this seminar provides a step-by-step approach of the techniques and rules actually employed. Based on recognized good practices, it proposes effective responses to the main requirements of projects (controlling costs, time scales and quality) and positions the project leader's role in the company.

## THE PROGRAMME

last updated: 01/2018

### 1) Basic management techniques

- Estimation
- Scheduling.
- Starting-up and controlling the work.
- Project monitoring and control.

### 2) Managing sub-contracting

- The legal framework: obligations of means and obligations of results, the rules of sub-contracting.
- The contracting authority - general contractor relationship: the basic rules.
- Defining a fixed-price job.
- Technical and contractual monitoring of the service provider.
- The delegation of staff.

## DATES

REMOTE CLASS

2025 : 17 Jun, 18 Nov

### PARTICIPANTS

This seminar is aimed at junior project leaders who wish to learn more about all the aspects of their job and increase their level of performance.

### PREREQUISITES

Knowledge in computing.

### 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](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.