

# Project Management, advanced

Hands-on course of 2 days - 14h

Ref.: PEG - Price 2024: €1 390 (excl. taxes)

## EDUCATIONAL OBJECTIVES

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

- Build, present, and justify your project's budget
- Incorporate constraints and recommend solutions
- Ensure the cohesion and motivation of the project team
- Manage conflicts and discrepancies while ensuring a shared vision
- Guide stakeholders through periods of change

## HANDS-ON WORK

Building and presenting a project budget and the corresponding reporting dashboard. Planning and managing change requests.

## THE PROGRAMME

last updated: 04/2022

### 1) Project budget and profitability

- Building a business case: the expected product or service, its risks, and its benefits.
- Justifying the project's cost: cost of the investment, calculating ROI.
- Reporting expenses: measuring costs the easy way and justifying them.
- Living with evolving forecasts: dealing with changes in needs.
- Dashboards and tracking changes.

*Case study* : Building and presenting a project budget and the corresponding reporting dashboard. Planning and managing change requests.

### 2) Timeframes and decisions

- Reconciling realism and adherence to goals, building the project.
- Knowing how to present and defend your project.
- Gradual and adaptive planning.
- Gradually defining feasible, motivational goals, and measuring productivity.
- Tracking deadlines and decisions.

*Case study* : Adapting a project plan to an external time constraint. Building a phase's schedule. Handling a difficult situation and defending your solution.

### 3) Leading a team towards the project's goals.

- Accommodating and motivating.
- Conflicts and discrepancies.
- Productivity, quality, time, and convergence.

*Case study* : Internal and external resources, choice and harmonization. Incorporating a specialist. An observed decline in productivity.

### 4) Closing the project

- Steps.
- Acceptance in projects, and what is needed to compare the expected functions.
- Closing and ending the project.
- Associating actors with the close of the project.

## 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.

### 5) Winning with the company

- The involvement of superiors.
- Sensing real needs: difficulty by users in expressing themselves, misunderstanding of the subject by the project.
- Communicating a vision within the company.
- Managing change: setting up permanent listening for foreseeable deployment difficulties.
- Helping the company learn the results of the project.

*Case study*: In a case study, the participants will cover real questions asked to the project manager. Their proposals are compared to the rules and recommendations of project management standards.

## DATES

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### REMOTE CLASS

2024 : 11 Jul, 24 Oct