

Hands-on course , 2
day(s)
Ref : CPO

Participants

Anyone, whether a manager or not, who is tasked with occasionally organizing and leading a project.

Pre-requisites

No particular knowledge.

Next sessions

Occasional project manager

Though not a professional in the matter, you are nonetheless tasked with leading a project: Overseeing a redevelopment, launching a new project, organizing a seminar, etc. This training will give you the methods and tools to be directly operational and successfully complete your project.

OBJECTIVES

Understanding the principles of working in project mode
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

1) What is a project?

2) Defining the scope of your task

3) Defining the need.

4) Constructing the project's roadmap

5) Control the project's progress

6) Traps to avoid

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.

Workshop

Exchanging experiences and past difficulties.

2) Defining the scope of your task

- Delimiting your responsibility and contribution: The mission letter.
- The framework document: Identifying requests, goals, and challenges.
- Delimiting the project's scope of action.
- Getting managerial bodies involved so that they can make decisions: Steering committee.

Case study

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

3) Defining the need.

- Confusing needs and solutions.
- Expressing needs to requesters: The specifications.
- Making decisions within limits of time or cost.
- Pit, pulp, and peel strategy.

Jeu de rôle

Expressing a need, formalizing it, then getting a decision.

4) Constructing the project's 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) Control the project's progress

- Engage, mobilize, and then mobilize some more!
- Detect deviations and difficulties early enough to react.
- How do you manage the project team when you are not their direct supervisor (matrix mode)?
- Monitoring suppliers.
- Organizing and leading a monitoring meeting with team members: Key performance indicators.
- Crafting and presenting the monitoring dashboard to decision-makers.

Jeu de rôle

What corrective scenarios should take place after a deviation?

6) Traps to avoid

- A project's main risks: Endogenous and exogenous.
- Ten classic pitfalls to watch out for.
- Best practices: The art of good project management.