



CLASS DESCRIPTION

BASIC PROJECT MANAGEMENT – TOOLS AND TECHNIQS

An effective method to well manage small projects

Two intensive days for those who have to carry out project of small to medium scale. One will discover a structured method for managing projects and experiments the main tools to succeed in each project phases.

GOAL

To allow the participants to understand project management and its different lifecycle phases. Specifically, to apply, to their typical projects, a structured approach with its tools and techniques throughout the project lifecycle.

INTENDED AUDIENCE

This session is directed to anyone having the responsibility to lead and carry out of small to medium scale projects. It is also directed to those who assume specific assignments in projects or who are preparing themselves to become project managers.

LEARNING OBJECTIVES

To allow the participants to:

- Get acquainted with a structured and integrated working methodology;
- Understand the project management phases : initiating, planning, executing, closing;
- Apply the appropriate tools and techniques to small and medium projects.

COURSE MATERIAL

Participant binder to include:

- Briefings ;
- Exercises ;
- Templates and work tools;
- Personalised access to computerised tools.

Participants wishing to take advantage of the computerised access must bring their laptop.

- **14 PDUS certificate** (on request).

COURSE OUTLINE

- Introduction
- Project life cycle
 - Initiation
 - Planning
 - Execution & Control
 - Closure
- Conclusion

TRAINING STRATEGY

The teaching approach is centered on applying the methodology and the work tools in four steps:

- Briefings presenting the processes and each work tool
- Applying the methodology and the instrumentation to a context familiar to the participants
- Call upon everybody's experience and contribution to team work
- Feedback and inputs from the trainer.

Participants must bring along an enterprise or a personal project example to be used as a training aid during the training session.

COURSE DURATION AND COST

Duration: 2 days

Public session cost:

Refer to our training partners offer.

Corporate session cost:

Refer to our service offer.