



## **TRAINING PROGRAMME**

### **Fundamentals of project management**

#### **I. Training outline**

This objective of this training is to give the participants a set of fundamentals of project management, particularly in terms of different approaches methods and frameworks, that are in use today. Over the last several decades there has been a proliferation of methods, approaches and frameworks, and it is far from easy to chose the project working methods, away from hype and publicity, often generated by certification industry.

Certifications are valuable and useful, as confirmation of knowledge acquired and as a way of standardisation of project management within an organisation. But more important than that is the right choice of a method or an approach, that serves best the kind of project undertaken by an organisation. Or the right combination of methods, a method mix, that will cover the greatest possible range of an organisation's project management needs.

The training will offer the participants an insight into such a mix and so allow the informed decisions concerning project management methodologies, together with further personal and professional development.

#### **II. Target group:**

- Aspiring and practicing project managers
- Project management officers

#### **III. Benefits**

- Knowledge of the existing project management methods and approaches, opening paths for further learning and informed certification
- Learning of the key tools and techniques belonging to different methods
- Noticing the possibilities of combining different fireworks, tools and techniques

#### **IV. Training agenda**

##### **1. Opening and introduction**

- Training scope
- Work plan
- Training style
- Technicalities



## **2. Project management universe**

- What is project management tradition?
- Traditional project management
- Sequential and Adaptive projects
- Methods spectrum

## **3. Systemic project management**

- Project management standards
- Project management levels
  - Projects
  - Programmes
  - Portfolios
- Risk Managements
- Value Management
- Project support structures: PMO

## **4. Project Governance**

- The key roles: Project Sponsor and Project Manager
- The Stakeholders: the matter of influence
- Project environment: internal and external environment
- (Delagated) competencies: project assurance and project change control
- Communication management, stakeholder register and communication approach / plan

## **4. The starting point**

- The variety of business needs
- Project justification
- Project entry point and exit point
- Products, results, benefits
- Project change and organisational change
- Project parameters and tolerances

## **5. Product definition**

- Product description
- Features and functionalities
- Different kinds of requirements
- Use cases and user stories
- Acceptance criteria



## **6. Product breakdowns and details**

- Product Breakdown Structure
- Work Breakdown Structure
- Prioritised Requirement List / Backlog

## **7. Project planning**

- Product flow and dependencies
- Work Packages, activities, tasks
- Time estimation
- Resources estimation

## **8. Scheduling**

- Scheduling software
- Building a schedule
- Schedule flexibility
- Fast tracking and crashing

## **9. Risk management**

- What is risk?
- Risk exposure, appetite and tolerance
- Risk management approach / plan and risk register
- Risk management process
  - Identification
  - Evaluation
  - Planning
  - Execution
  - Communication

## **10. Project control and closure**

- Project staging and stage-gates
- Reports
- Claims management
- Formal close-off
- Lessons Learnt Workshop / Retrospective and Project End Report

## **V. Workshop duration, languages and logistics**

- 2 or 3 days, according to client needs
- In English or in French
- Onsite or online