

Managing a project - Level 1 - ENG

2 jours - 14,00 heures

Programme de formation

Objectifs pédagogiques

Pedagogical objectives

- Adopting a project management method Identifying and mastering the main project management tools
- Leading a project team
- Delivering a successful project in line with the objectives set

Compétences visées

- Organising and breaking down the various stages of the project
- Using project management and monitoring tools
- Establishing the rules for discussion and decision-making Initiating the collective output stages

Description / Contenu

Description / Content

Stage 1: What are the fundamentals for managing a project?

- Knowing the key concepts of a project
- Analysing the feasibility of a project and framing it
- Identifying the stakeholders and their expectations (power/interest grid)
- Drawing up a specification and conceptualising SMART objectives
- Common thread: putting on a theatrical performance

Stage 2: How to initiate a project

- Identifying and breaking down the project into tasks
- Constructing the task flowchart
- Constructing the critical path
- Estimating the workload and costs
- Identifying the resources needed
- Defining deliverables and milestones
- Application exercises;

Stage 3: How do you bring the project to life?

- Embracing your role as project manager
- Building the project team
- Encouraging and maintaining team involvement
- Defining the decision-making process
- Application exercises, role-playing

Stage 4: What are the keys to completing the project?

- Communicating effectively at project meetings (launch and interim reviews)
- Drawing up a progress plan and monitoring the project using the dashboard (choice of indicators) Assessing the risks
- Closing the project: report and closing meeting
- Application exercises

Modalités pédagogiques

Educational format

- Tests in pre-work and follow-up
- Use of a common thread throughout the workshops in a different context (experiential learning)
- Sub-group exercises
- Metaplan / collective reflection





- Methodological contributions

Moyens et supports pédagogiques

Educational resources and supports

- Slide show PPT
- Pedagogical Support

Modalités d'évaluation et de suivi

Evaluation and monitoring methods

- Self-positioning by participants on a digital platform shared with the trainer (at the beginning and end of the course)
- Assessment by the trainer at the end of the course
- On-the-spot assessment immediately after the course
- REX - One-hour practice-sharing workshops one or two months after the initial training course
- Post-training assessment one or two months after the course
- Performance questionnaire sent to the customer three months after the course

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