

# Occasional project manager

Hands-on course of 2 days - 14h

Ref.: CPO - Price 2024: CHF1 550 (excl. taxes)

## EDUCATIONAL OBJECTIVES

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

- 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
- Managing your time: Regular activity vs. project management

## TEACHING METHODS

Active and participatory instructional methods. Alternating theory and practice, and how it applies to the participants' context and experience

Hands-on exercises, toolbox, and scenarios.

## THE PROGRAMME

last updated: 01/2018

### 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.

*Hands-on work* : Exchanging experiences and past difficulties.

### 2) Defining the scope of your task

- Delimiting your responsibility and contribution: The mission letter.
- Identifying the requesters, goals, and challenges: The project outline.
- Delimiting the project's scope of action.
- Getting managerial bodies involved: Steering committee.

*Case study* : Creating your mission letter and framework document. Presenting it to the steering committee.

### 3) Defining the need

- Clearing up confusion between needs and solutions.
- Expressing needs: The specifications.
- Making decisions within limits of time or cost.
- Prioritizing needs: Fundamental, important, and desirable functions.

*Role-playing* : Expressing and formalizing a need.

### 4) Constructing the project 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) Controlling the project's progress

- Getting contributors involved and motivated.
- Detect deviations and difficulties early enough to react.
- Managing the project team outside of normal reporting relationships (matrix mode).

## 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.

- Monitoring suppliers.
  - Organizing and leading a monitoring meeting with the project team: Key progress indicators.
  - Crafting and presenting the monitoring dashboard to decision-makers.
- Role-playing : What corrective scenarios should take place after a deviation?*

#### 6) Traps to avoid

- Common project pitfalls.
- Ten classic pitfalls to watch out for.
- Best practices: The art of good project management.

## DATES

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### REMOTE CLASS

2025 : 31 Mar, 26 May, 07 Aug,  
09 Oct