

The background of the slide is a vibrant blue gradient. It features several 3D-style icons: large white puzzle pieces, some of which are partially assembled; smaller blue puzzle pieces; and various blue spheres containing white icons such as a magnifying glass, a lightbulb, a bar chart, a gear, and a document with a 'W'. The overall theme is project management and collaboration.

PROJECT MANAGEMENT TRAINING

PRACTICAL INFORMATIONS



Goals

- Acquire best practices in contract management;
- Identify the fundamentals of contract management;
- Control the contract life cycle;
- Identify contract risks;
- Analyse and act on interactions between project and contract management.



Acquired

At the end of this course, each participant will be able to contribute to good contract management practices.



Public

This course is aimed at project managers and anyone else involved in a company project.



Rerequirement

The fundamentals of project management.

Assessment methods :

- Assessment of skills acquired through role-playing exercises;
- Self-evaluation and end-of-course certificate.



Methods used Teaching aids

Each trainee will be provided with a PC running Primavera P6 or MS Project. All participants will receive training materials at the start of the course. It includes a theoretical part, as well as several practical case studies.

The training will include discussions and role-playing.



Our trainers

Our training courses are delivered by international experts recognized for their skills and expertise in contract management and customer and supplier claims management.

PRACTICAL INFORMATIONS



Time

3 days – 21 hours



Date

Contact us :

- By phone :

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- By email :

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Training place

- Inter company ;
- Intra company ;
- By videoconference.

Training program – Project management

Day 1

Chapter 1: Fundamentals of Project Management

- Introduction to Project Management
- Definitions and Key Concepts
- Roles and Responsibilities of a Project Manager
- Project Lifecycle
- Project Phases: Initiation, Planning, Execution, Monitoring, and Closure
- Importance of Managing the Project Lifecycle

Chapter 2: Project Management Methodologies

- Traditional Approaches (Waterfall)
 - Sequential Planning
 - Risk Management
- Agile Methodologies
 - Scrum, Kanban, and XP (Extreme Programming)
 - Agile Roles and Ceremonies
 - Adaptability and Responsiveness to Change
- Hybrid and Other Methods
 - Combining Traditional and Agile Practices
 - When to Choose a Hybrid Approach

Chapter 3: Leadership and Communication Skills

- Team Leadership
- Motivating and Inspiring Teams
- Conflict Management and Negotiation
- Effective Communication
 - Communication Techniques for Different Stakeholders
 - Communication in a Multicultural Environment

Day 2

Cost and schedule management

- Managing costs and deadlines;
- Estimating durations and loads to assess human stakes: analytical method, expert judgment;
- Sequencing tasks: PERT network, Gantt chart: free float, total float, critical path;
- Resource planning and smoothing;
- Estimating project costs and drawing up budgets;
- Performance analysis using EVM ;
- Study cases.

Quality management

- Understanding project acceptance criteria;
- Eliminating project non-conformities;
- Implement quality procedures to eliminate conflicts and inconsistencies;
- Draw up quality-related reports and feedback.

Training program – Project management

Day 3

Risk Management

- Planning issues related to risk and opportunity management;
- Risk identification: gathering information, bringing together those who know;
- Qualitative analysis: describing and categorizing risks, assessing risk probability and impact;
- Quantitative analysis: evaluation and matrix of risk probability and impact, criticality, risk modeling;
- Monte Carlo simulations and analysis of pre- and post-mitigation scenarios;
- Risk monitoring and control: risk audit, gap and trend analysis, performance measurement;
- Study cases.

Steering and Communication

- Organizing your projects and managing/monitoring your teams;
- Leading a project team;
- Planning communication: communication methods and models ;
- Disseminating information and reporting: frequency and methods of reporting ;
- Managing, negotiating and managing conflict: differences, tensions, blockages, conflicts.

Contact us



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