



Customer Satisfaction : 84,25% ★★★★★

1 PUBLIC

This training is intended for companies in all sectors of activity who wish to increase the skills of their employees on the concepts and principles of **project management**.

This training can be part of the change support that CONCRET offers in the context of the deployment of new ERPs or projects to digitize the company's activities.

2 PREREQUISITES

There are no knowledge or qualification prerequisites to attend this training.

The public concerned must, as part of their professional activity, be involved in the IS project.

3 TRAINING OBJECTIVES

At the end of the training:

- You will have acquired the knowledge and basic concepts necessary to manage an IS project within your company.

4 TRAINING CONTENT

The content of the training, its duration will be personalized and adapted to meet your specific requirements and the case of your company.

> Business-project definition

- The principles
- Terminology and standards
- The main stages of a business

> **Project management organization**

- Organization and functions in a project (role of different types of stakeholders, meetings, relations between project stakeholders and their environment, etc.).
- The definition and tasks organization chart.
- The different types of documents.

> **Methods and means of controlling and monitoring costs, expenses, and times**

> **Follow-up and completion of work**

- Track the progress of tasks.
- Ensure budgetary control of operations.
- Pronounce the acceptance of the work and commissioning.
- Track warranties.
- Build the execution file.
- Use feedback.

5 TEACHING MEANS

- Illustrations and comments around examples already implemented and tested.
- Practical translation in the case and context of the Organization.

6 TECHNICAL MEANS

This training is carried out face-to-face or remotely with the actors.

Face-to-face, it will require the provision of a video projector and/or a screen, a paperboard.

Remotely, it will require the necessary infrastructure to support the use of ICT (secure connection, use of collaborative communication application (Team's)...).

7 ASSESSMENT OF LEARNING

The achievements of the training will be evaluated by practical situations within the company. A knowledge assessment will also be organized to measure progress.