

# The fundamentals of project management

## The essentials for designing and managing a project

**MODALITY**  
100% online  
training action

### Goals

- Learn how to manage a project from start to finish
- Be able to identify different project profiles within a company
- Learn how to control and manage a project life cycle
- Discover how to manage risks and define work packages and responsibilities

### Highlights

- Assist a company in decline, who requires your help, to organize and launch new projects
- Benefit from a range of templates available; from a Project Charter and Risk Management Plan, to a Statement of Work and a PDCA.
- Rémi Bachelet has designed this training course, which has already been followed by over 180 000 participants worldwide
- If you are looking for a comprehensive and reputable training course in project management, then look no further!

Estimated time: 20h

Sessions: contact-us at +33 1 85 08 92 75

## Programme

### PART 1

#### The fundamentals of project management

- What is a project?  
Understanding the challenges of project mode
- Projects and operations: what is the difference?
- Investment / cash flow / global cost of a project
- Project management and governance: project owner, project manager, and multi-project decision-making

#### Activities

- Define the profile of the projects presented to you and choose the most appropriate one to meet the company's needs

### PART 2

#### The essentials for starting a project

- Identify the stakeholders
- Set and negotiating project goals: stakeholder map, SWOT analysis, PDCA, quality-cost-time triangle etc.
- Run meetings, distribute tasks in a project
- Project milestones and the concept of the tunnel effect

#### Activities

- Complete the SWOT analysis of each project presented, take minutes for the management team meeting, and set a SMART goal for the chosen project

### PART 3

#### Advanced project management tools

- Expectations of the project charter / mission statement
- Allocate roles, work packages, and responsibilities: RACI chart, WBS, and work packages
- Overall project set-up, create and read a schedule, critical path
- Understand the principles of agile methodology

#### Activities

- Create a RACI chart and use a Gantt chart to improve project management

### PART 4

#### Risk management

- Set project goals effectively
- Discover how to clearly identify threats within a project
- Learn to analyze, prioritize, and prevent project risks
- The right management mindset to adopt
- Ensure efficient risk monitoring practices

#### Activities

- Create a risk table and map for the project

### Audience

Anyone wishing to join or manage a project team, project leaders, or project managers

### Prerequisites

This training course is accessible to all, with no prerequisite required to attend. If you already have initial experience in project management, this is a bonus!

**Modalités d'évaluation :** un questionnaire est proposé à la fin de chaque module, ainsi qu'un examen final à l'issue de la formation.

*Last updated in April 2026.*