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 August 2025.