

Training programme

Project management using a waterfall methodology

Target audience	Project managers, project coordinators, team leaders
Total duration	7 hours over 1 day
Format	Face-to-face training
Budget (excl. VAT)	Fixed daily rate of €6,000 per day per trainer
Duration	To be confirmed
Certification	QUALIOPI-certified provider — Training Activities Business registration number 11756985575 with the Prefect of the Île-de-France region

Venue

The training venue may be the company's premises in the case of in-house training. It is then the company's responsibility to provide a venue that complies with the necessary legal requirements to accommodate the target audience (including people with reduced mobility).

Training objectives

- Analysing and identifying client needs
- Prepare, organise and facilitate meetings, and report on them
- Draw up an implementation schedule in the form of a Gantt chart
- Estimate project costs
- Draft and present a commercial proposal
- Draft functional specifications
- Draft technical specifications
- Organise and manage a multidisciplinary team

Prerequisites: This course has no specific prerequisites; however, a basic knowledge of spreadsheets (Excel, Google Sheets or similar) is strongly recommended

Teaching methodology

- A mix of theoretical and practical exercises
- Case studies and simulated professional scenarios
- Written, video and visual materials

Specific requirements for distance learning: It is essential to have a computer with a microphone and webcam, as well as a high-speed internet connection

Assessment procedures

- Before the start of the course (analysis of the candidate's needs and expectations, motivation questionnaire, etc.)
- Throughout the course (quizzes, multiple-choice questions, case studies, role-plays, etc.)
- At the end of the course to validate the skills acquired

Access procedures and timeframe

- On request directly from our training department via email or telephone (contact details available in the 'Contacts' section of this document)
- We organise a video conference interview to analyse your needs and expectations so that we can provide you with a bespoke proposal tailored to your professional objectives and availability.
- If the chosen course has any prerequisites, we will ask you to take some tests before submitting a final proposal.
- Once your application has been completed and approved by us, your training can begin within a maximum of one month.
- We will send you a training invitation by email one week before the start of your course, including a reminder of the course objectives, venue, dates, times, login details and password for accessing your video conference room, and the contact details of your trainer and academic advisor.

For those with disabilities, please contact our disability liaison officer so that we can discuss any adjustments required for your visit to our premises or to provide you with the best possible guidance.

DETAILED PROGRAMME AND COURSE OUTLINE

Module 1: Project management essentials = approx. 1½ hours

- Definition of the project
 - Project management concepts
 - Project phases and lifecycle
 - Project Success Factors
- End-of-module assessment: case study

Module 2: Project Initiation = approx. 1½ hours

- Stakeholders
 - Project Charter
- End-of-module assessment: case study

Module 3: Project planning = approx. 1½ hours

- Launching the planning
- Project management plan
- Project measurement baseline End-of-module assessment: case study

Module 4: Project execution, monitoring and control = approx. 1½ hours

- Key control processes
- Performance reports
- Project team development
- Problem and conflict management
- Change management End-of-module assessment: case study

Module 5: Project closure = approx. 1½ hours

- Activities and closure report Final assessment: knowledge test

Administrative procedures

Attendance sheets signed by participants and the trainer, training certificate, and summary provided to the client, in accordance with QUALIOPI requirements