

Projecto®

A seminar designed for you to succeed in your projects



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The Projecto[®] seminar helps you :

- Understand the essence of project approach
- Master the key elements that make projects a success
- Learn to use project management tools
- Start using the knowledge without delay
- Lead projects successfully

The project within the company

- How to coordinate one project involving different people working on separate tasks?
- How to focus efforts in order to reach the most important objective?
- How to adapt the company to an ever-changing environment?

Project oriented management is well adapted to answer these questions. The Projecto[®] seminar makes project management integrate more easily within the company's management system.

Can one learn how to lead a project?

- Everyone has already lead numerous projects; life itself is a perpetual series of projects. But how can one lead projects efficiently within a company? These simple or more complex projects involve many departments and individuals, sometimes without hierarchical links between them.
- Projecto[®] develops new competences on the basis of every participant's individual experience. To make planners more efficient. To undertake with spirit. To be quicker. To be more successful, more often.

Foundations

- The Projecto[®] concept is strongly inspired by recent research in the field of project dynamics. Understanding the iterative development of knowledge and mastering the progressive reduction in freedom of action are major assets in project success.
- The seminar takes advantage of modern memorisation concepts.

Content

- The project: its properties, phasing and iterative development
- The objectives: how to formulate and prioritise them
- The organisation: structure, financing, decision-making, execution
- Time and activity planning: the various diagrams (PERT diagram, Gantt chart, etc.)
- Resource planning: estimate of costs and return on investment
- Project follow-up: the conception and cost – deadline – result triangle
- The project team: leadership, delegation, motivation, brainstorming, meetings
- Communication: strategic analysis, functional communication

The seminar

- Standard version: 2 x 2 days
- Experienced facilitators
- Practical application using participants' projects
- Clear documentation
- A tailor-made approach based on the specificities of your company
- The possibility to integrate your project management tools into the seminar

At the end of the seminar, the participants

- Know what makes a project specific
- Are ready to elaborate a project plan
- Can formulate the objectives of their projects in a precise manner
- Know how to phase a project
- Are able to plan a project
- Can organise a follow-up
- Know the project manager's role and his decisional competences
- Have references for leading a project team
- Know the key success factors
- Have practiced how to present a project



The authors' ambition is to

- Transmit sound project management habits using pragmatic tools and lasting theoretic foundations
- Develop an approach adapted to multidisciplinary projects
- Promote management by projects within companies and increase their efficiency by a better resources usage

The facilitation

- 1 consultant-trainer
- 12 participants
- Group thinking sessions
- Individual tasks during and between sessions

Post-training follow-up

- Projecto[®] workshops
- Project auditing
- Coaching – methodological support
- Project organisation
- Planning and follow-up systems
- Further training
- Coaching towards international certifications

The participants (more than 8,000 to this day)

- Project managers
- Small and Medium Business (SMB) managers
- Engineers
- Executive managers
- Social workers
- Civil servants
- Computer scientists
- Members of project teams

The clients

- Service sector SMBs
- Small and medium industries
- Multinational companies
- Associations and foundations
- Para-statal institutions
- Government services

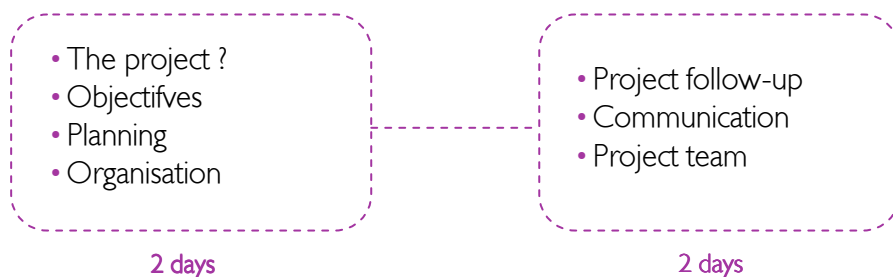
This seminar can be organised for your company (in either English or French), or attended by individuals at our Projecto[®] inter-company sessions.

Project management training

A modular concept which adapts to your needs

Projecto® Training (4 days)

A successful formula : more than 8'000 people trained.



A pragmatic, multidisciplinary concept, directly linked to the participants' environment :

- mixing experience and theory
- practicing based on the participants' own projects
- 2 separate sessions to stimulate the concepts and tools on-the-job application

→ maximised return on investment.

Additional training modules (1 to 2 days)

- Managing a project team
- PPM : Project Portfolio Management
- Risk management
- Communicating the project
- Microsoft Project®

Additional services

- Project management for decision makers and steering committee members
- Project follow-up workshops
- Team coaching
- Individual coaching
- Best practice workshops



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