The project management assistant
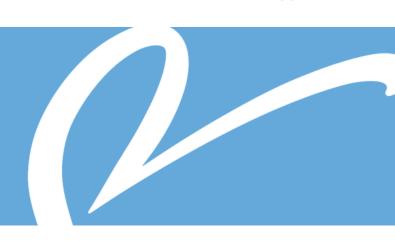
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MPGP-21   2 Days (21 Hours)

Description

Through knowledge of the project environment and the practice of management tools, the project management assistant produces the summary information necessary to anticipate important decisions: the assistant thus becomes the 'automatic pilot' of the project manager , at the crossroads of coordination and communication within the team. PMBOK, PMP, PgMP, PMI-SP, PMI-RMP and the PMI Registered Education Provider logo are registered trademarks of the Project Management Institute, Inc.

Who is this training for ?

For whom

Project manager assistant, management assistant, program manager assistant. Project actor having to support the project manager. Project controller, cost or planning controller. Executive or technician responsible for assisting their project manager in project management control.

Prerequisites

Aucune

Training objectives

- Understand the needs of the project manager and the project team
- Master project structuring and management tools
- Adopt appropriate behaviors in project mode

Training program

En amont du présentiel

- A self-diagnosis.
- First project management tools.

Maîtriser les aspects fondamentaux d'un projet

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- Acquire the key vocabulary of the project: objectives, phases and associated tools.
- The assistant and the different actors of the project.
- Work effectively with the manager project.

Préparer le projet

- The project specifications.
- Master the key tools: the project task organization chart; the forecast budget; the schedule with the task initiation diagram ches (PERT) and the GANTT.
- Prepare the kick-off meeting.
- Contribute to discussions in the project.

Aider au pilotage du projet

- Monitor physical progress.
- Meet deadlines.
- Manage resources.
- Control costs.

Communiquer et maîtriser l'information projet L'organisation, l'animation, la synthèse des réunions d'avancement et des revues de projet.

- Document management and the filing plan.
- Change control.
- The dashboard: key elements.
- Adopt assertive behavior: know how to say 'no' when necessary.

Clore le projet et faciliter la capitalisation

- Host a project closing meeting.
- Share the experience.
- The overall archiving of the project.

Après le présentiel, mise en œuvre en situation de travail

- Advice and tips every week for weeks.
- To find out more about remote activities To benefit from the contributions of an expert on a theoretical or practical point: a
- expert 'The fundamental tools of project management' .