



Effective Project Team Work

What are the main stages in any project?

What constraints will you have to work within?

How can you maintain commitment and motivation throughout the project?

How can you learn to routinely analyse and anticipate?

Who can benefit:

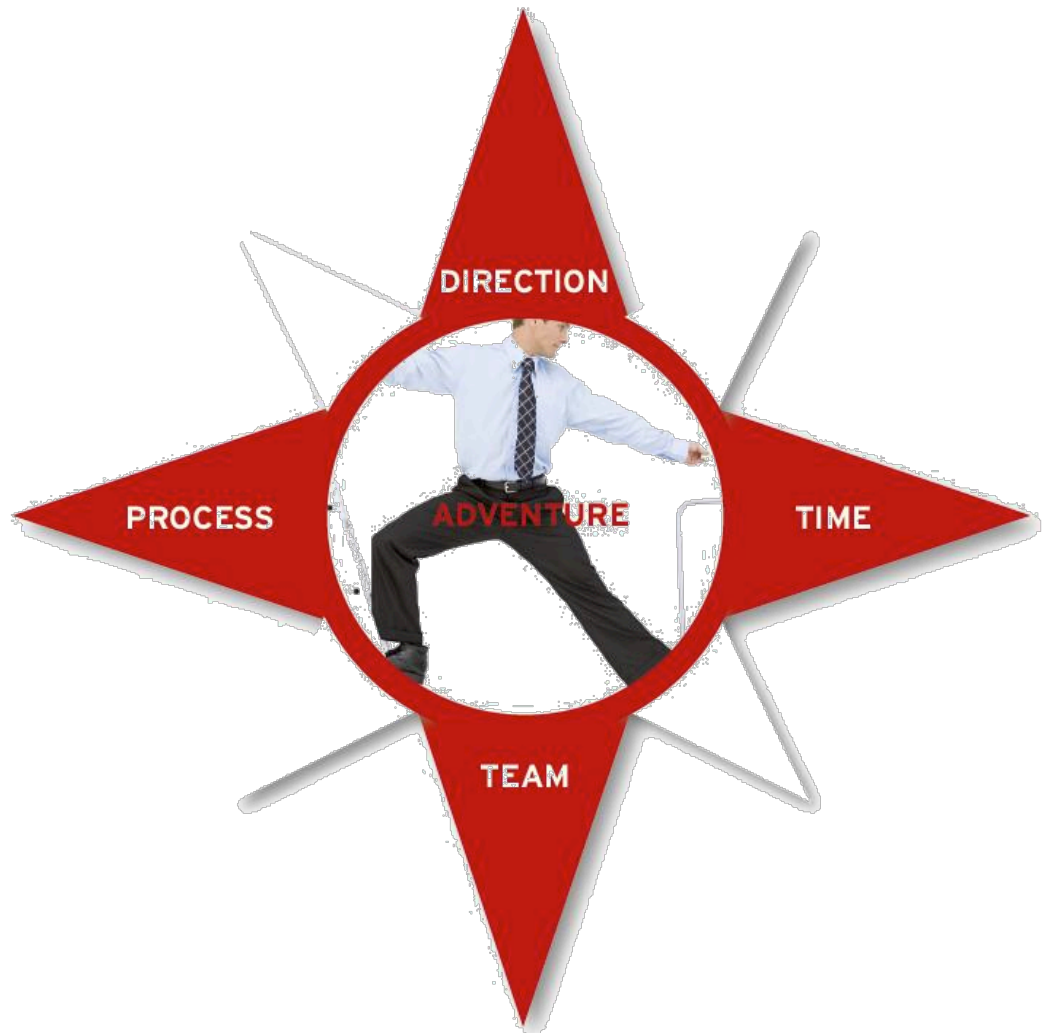
- Newly-appointed or occasional project managers
- Project team members
- Project team managers

If you want to...

- **Learn** the basics of project management
- **Understand** how project performance and content are managed
- **Set up** project schedule management
- **Learn** how cost management works
- **Learn** how risk management works
- **Work** effectively in a project team
- **Steer** the project to successful completion

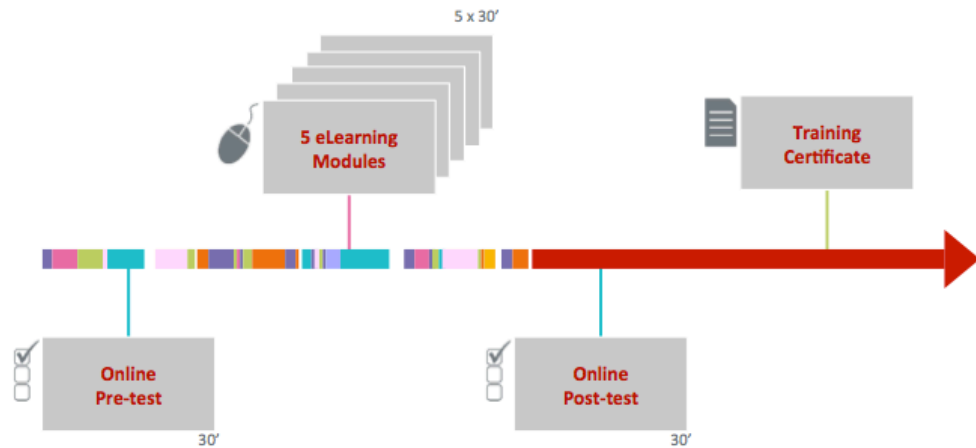
...Then this course is for you.

Model which guided the course design



1. **Direction:** define the direction and the end result
2. **Time:** set and maintain the pace
3. **Team:** pass on values and motivate
4. **Process:** set bearings to stay on course and on time

Your training path



Knowledge self-assessment

Project management essentials

eLearning module 1

- Project contribution to your company.
- Anticipating and organising the project progressively.
- Identifying the key players.
- Steering the project.
- Assuming your role as project manager.

The project framework

eLearning module 2

- Preparing for the project.
- The project charter.
- Strengths and limitations of the task flow chart.
- Change requests.

Your training path (continued)

Project planning

eLearning module 3

- Managing the project time frame.
- Organising project team activity.
- Identifying deadlines and correcting slippage.
- Formalising, communicating and sharing the schedule.

Drawing up a project budget

eLearning module 4

- Key concepts of project budgets.
- Estimating the project budget accurately.
- Planning the budget over time.
- Managing the project budget effectively.

Anticipating project risks

eLearning module 5

- The nature of risks and the process of risk management.
- Identifying and assessing risks.
- Responding to risks.
- Supervising the project's exposure to risks.

Progress self-assessment

Personalized support throughout your course

- You can track your progress through the course on the web platform
- A technical hotline is available weekdays to make sure your course runs smoothly: elearning@cegos.ch

Evaluation and Certification

Evaluation

Online pre-test: diagnostic evaluation before the eLearning modules

- 10 random questions from all the eLearning modules to diagnose previous knowledge. Can only be taken once. Results do not count.

Online post-test: final evaluation after the eLearning modules

- 10 random questions from all the eLearning modules to assess the achievement of the learning outcomes. Can be taken many times and records the best score.

Certification

In order to obtain your training certificate, you must complete all the eLearning modules and obtain **a score of at least 80%** on the online post-test.

