

## PROJECT MANAGEMENT FUNDAMENTALS & INTERNATIONAL CERTIFICATION PREPARATION



### GOALS

- Enhance your Project Management skills
- Prepare for an international certification :
  - IPMA® Level D
  - PMI - CAPM® or PMP®



### SKILLS

#### Soft skills

- Agility
- Leadership
- Communication
- Change management

#### Hard skills

- Organisation
- Structure
- Cost and deadline management
- Quality and risk management



### TARGET AUDIENCE & PREREQUISITES

- Junior / senior project managers
- Professionals wishing to develop their project management skills
- For the PMP, specific PMI criteria



### MODALITIES

- 13 sessions / year - FR/EN
- Hybrid training
- Classroom 2 minutes from Cornavin



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Training manager



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31%  
88%

of projects never come to an end  
exceed the limits (in terms of budget deadlines, or both...)

In an ever-changing economic environment, and faced with the ever-increasing complexity of the way organisations operate, working in project mode has become essential.

Companies need trained project managers to help them with their transformation.



### PROGRAM

Caption



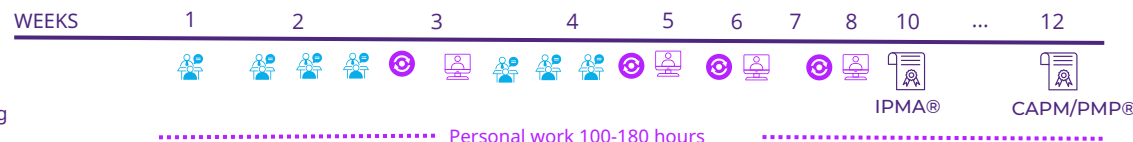
In-person training



Half-day online training



Personal work



IPMA®

CAPM/PMP®

### Training - Enhance your Project management skills

- **Module 1 - Launching, planning, monitoring and closing your project**
  - Corporate strategy & project portfolio
  - Stakeholders, scope and objectives, phasing
  - Organisation, risks
  - Project charter, WBS
  - Planning, PERT, GANTT
  - Communication plan
  - Costs and deadlines, Software
  - Monitoring & closing
- **Module 2 - Choose your development & project leadership approach**
  - Development approaches, agility in practice - Lego4Scrum workshop
  - Communication & change management
  - Posture and role of the project manager
  - Project team, feedback, negotiation and conflict management

### Preparing for certification

- Presentation of certifications & How to choose?
- 2-3 mock exams with auto correction
- 4 workshop sessions with our experts (4x0.5 jour)



PASSING ONE OF THE OFFICIAL EXAMINATIONS: IPMA®-D, CAPM® OR PMP®.



### GOOD TO KNOW

#### Teaching method

- Review of the theoretical fundamentals supplemented by practical exercises, exchanges between participants and with our experts, regular tests, 3 mock exams and independent work (IPMA-D from 60-100h / PMI CAPM and PMP from 80h-160h).

#### Tools

- Extranet with course materials, access to practice tests and a simulation tool

#### Registration

- Create an account (LOGIN button) on [www.kim-organisation.ch](http://www.kim-organisation.ch). Access to the private area allows you to view the dates of the various training sessions.

# Your program

KIM organisation

**FONDAMENTAUX  
DE LA GESTION  
DE PROJET  
& PRÉPARATION À  
UNE CERTIFICATION  
INTERNATIONALE**



## Semaine 1

**1** Onboarding  
1/2 jour




## Semaine 2



**2** Module 1  
Lancer son projet

**3** Module 1  
Planifier son projet




**4** Module 1  
Exécuter, suivre et clôturer son projet

**5** Travail en autonomie  
jusqu'au J5






## Semaine 3



**6** Ateliers #1  
1/2 jour






**7** Module 2  
Expérimenter l'agilité

**8** Module 2  
Leadership de projet

**9** Module 2  
Offboarding  
1/2 jour

## Semaine 4

**10** Travail en autonomie  
jusqu'au J10




**11** Ateliers #2  
IPMA 1/2 jour  
PMI 1 jour




## Semaine 5

**12** Travail en autonomie  
jusqu'au J12




**13** Ateliers #3  
1/2 jour




## Semaine 6

**14** Travail en autonomie  
jusqu'au J14




**15** Ateliers #4  
1/2 jour




REVISIONS

## Semaine 9


**Examen IPMA-D**



REVISIONS

## Semaine 12

**A définir Examen CAPM / PMP**



### Objectifs



Savoir piloter un projet



Obtenir une certification

### Modalités pédagogiques



Formation en présentiel



Atelier à distance



Travail individuel

# The 3 possible certifications

## IPMA®-D

## CAPM®

## PMP®

### Title

Certified Project Management Associate  
Level D

Certified Associate  
in Project Management

Project Management Professional

### Organization

IPMA®

[www.ipma.world](http://www.ipma.world)  
[www.vzpm.ch](http://www.vzpm.ch)



[www.pmi.org](http://www.pmi.org)

### Size

369'000 initial certificates,  
including 29,000 in Switzerland (2023)

1,600,000 PMI's certificate worldwide (2023)

### Target

Junior / senior project managers, or or  
anyone wishing to validate their  
knowledge.

Junior project managers  
or people wishing to learn PMI  
methodology.

Experienced project managers

### Prerequisites

Professional experience recommended  
but not required.

Professional experience recommended  
but not required.  
Check eligibility criterias on [pmi.org](http://pmi.org)

Min 3 years of professional  
experience.  
Check eligibility criterias on [pmi.org](http://pmi.org)

### Exam Content

Knowledge of 23 of the following 28  
skills:

- 5 business environment related skills
- 10 behavioral related skills (people)
- 13 technical skills (processes)

- PM fundamentals 36%
- Plan-based approaches 17%
- Agile methodologies 20%
- Business Analysis 27%

- Environnement 8%
  - People 42%
  - Processes 50%
- + 50% from all questions in relation  
with Agile or hybrid approaches

### Validity

3 hours - 90 questions - 150 points  
60 MCQs - 30 Mini-cases  
Success threshold > = 60% pts  
Online - Open book - FR, EN, DE

3 hours - 150 MCQs  
Success threshold around 65 %  
Online or in a test center  
Without documentation





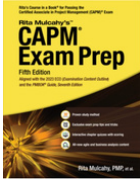
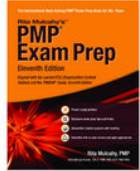








4 hours - 180 MCQs  
Success threshold around 65 %  
Online or in a test center  
Without documentation

5 years

3 years

3 years

# How to get ready ?

	IPMA®-D	CAPM®	PMP®
<b>Informations</b>	 <a href="http://www.ipma.world">www.ipma.world</a> <a href="http://www.vzpm.ch">www.vzpm.ch</a>	 <a href="http://www.pmi.org">www.pmi.org</a>	
<b>Standards</b>	International Competence Baseline (ICB4 - Version CH)	PMBok 7th + Process Guide Agile Practice Book BA for Practitioners	PMBok 7th + Process Guide Agile Practice Book
<b>Exam prep book</b>	 ou 	 Rita Mulcahy's CAPM Exam Prep 5th edition	 Rita Mulcahy's PMP Exam Prep 11th edition
<b>Simulation tools</b>	 13 module tests - Level 1 5 IPMA global tests	 9 module tests - Level 2 3 PMP global tests	 9 module tests - Level 2 3 PMP global tests
		 Pocket Prep	 Pocket Prep
<b>Mock exams</b>	 Mock exams	 Pocket Prep	 Mock exams
<b>Personal workload</b>	from 100 to 140 hours	from 120 to 180 hours	from 120 to 180 hours