

The Fundamentals of Project Management

May it be for a client, a small enterprise or a cultural association, the biggest part of your energy should be spent on your project and not on solving management issues. This training tackles fundamentals of an easy and simple management, aiming at boosting one's trust and efficiency in the day-to-day organisation.

Phase

Pre-Production, Production

» Enhance the administrative management (filing, use of templates, et.)

Participants

up to 12

Subject

Project management

Method

Active methodology, putting the accent on the participants' inputs and giving them the possibility to exchange among peers. Presentation by the trainer as an expert of that field.

Course language(s)

Français, English

Target groups

Artists, Creative and Cultural Professions, Advisors

Past track experience

since 2014

Sectors

for all sectors, photography, visual and graphic arts, music, webdesign, dance, media, performing arts

Objectives

» To learn how to perceive administration procedures as something manageable
 » To learn the logic behind project management
 » To gain time and acquire self-confidence in this field

Trainer

Pierre Santos

Level of experience

for all levels, Beginners, Intermediary, Experienced

Organisation

SMartBE

Prerequisites

This training is for SMart members who already work with SMart's Activity-tool

Results

» the participants are able to manage the basic administrative and financial aspects of a project

Contact

Sophie Ypersiel

Description

This training tackles all project management's fundamentals: the definition of tasks to be accomplished and of the roles it involves, as well as the planification of deadlines and the drafting of precise budgets, all prerequisites for a good project management.

Tested

under the project
 Routes to Employment

Content

- » Define your prices and make a budget
- » Make lean and accurate cost estimates
- » Negotiate with your clients and suppliers
- » Define a work plan
- » Determine the roles and responsibilities of each project member
- » Identify potential problems
- » Track the project's implementation
- » Evaluate the project management

Resources

Basic equipment (computer, video projector, flipchart, wifi)

Evaluations

Questionnaire to be filled out by the participants (paper and online versions exist)

Support material

Powerpoint

Other related recommended resources

Infosheet "How to present a budget?"
 - evaluation available

Duration

21 h