



IRIS ACADEMY

The „HIGH SCHOOL“ for IRIS Project Manager (with extension for Quality Manager)

ENGLISH Version 10/2018

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Agenda

IRIS Project Manager Training

Day 1:

08:30	Introduction Welcome, Introduction, training objectives, expectations, Project definition and –classification, Project phases, <i>Exercise 1: Advantages/disadvantages of project management.</i>
10:30	BREAK
10:45	HR management Team building Team roles <i>Exercise 2: Team roles (homework)</i> Competence management <i>Exercise 3: Behavioral competences</i>
12:15	LUNCH
13:15	Team development <i>Exercise 4: Belbin Assessment</i> Team work <i>Exercise 5: Reflection of own team work</i>
15:15	BREAK
15:30	Integration Management Project planning Kick-off Meeting Project plan (PMP & PQMP) Planning of product/process/supplier approval Inspections- and Test planning Planning of traceability
17:30	Finish of day 1

Day 2:

- 08:30 wrap-up day 1 and outlook day 2
- 09:00 **Risk- and Opportunity Management**
Exercise 6: case study Project-FMEA
- 11:15 **BREAK**
- 11:30 **Scope Management**
 Planning of tasks
 Product structure (functional- &. design view)
Exercise 7: Product structure of a Brake System
 Structure of activities
 Work Breakdown Structure (WBS)
- 13:00 **LUNCH**
- 14:00 Requirement
 Management Change
 Management
Exercise 8: changemanagement
- 15:30 **BREAK**
- 15:45 **Time Management**
 Detailed project schedule
 Tips for time management
 Critical path
Exercise 9: building a house
- 17:30 **Finish of day 2**

Day 3:

- 08:30 wrap-up day 2 and outlook day 3
- 09:00 **Cost Management**
 Budget planning and -
 allocation Budget-variance
 analysis
 Design to Cost
 Quality Deficiency Cost
Exercise 10: QDC Structure
- 10:30 **BREAK**
- 10:45 *Exercise 11: case study QDC-analysis*
 Cost

	Consolidation
	Cash Flow
	Claims Management
13:00	LUNCH
14:00	Communication Management
	<i>Exercise 12: Communication exercise „in the shoe shop“</i>
	Stakeholder-analysis
	Determination of customer satisfaction
	Communication channels, -methods, -tracking Capabilities of communication
15:30	BREAK
15:45	<i>Exercise 13: Project meeting</i>
17:30	Finish of day 3

Day 4:

08:30	wrap-up day 3 and outlook day 4
09:00	Quality Management
	Visualization of project processes
	Control of deliverables, milestone reviews, gate process, Project reporting, KPIs
10:30	BREAK
10:45	Procurement Management
	Purchasing process
	Material qualification and -approval,
12:00	LUNCH
13:00	written examination
14:30	BREAK
15:00	Test interpretation and presentation of the certificates
	Transition to IAPM certification
	Expectations met?
	Course evaluation
	Other courses of iCC-Rail GmbH
16:00	Farewell