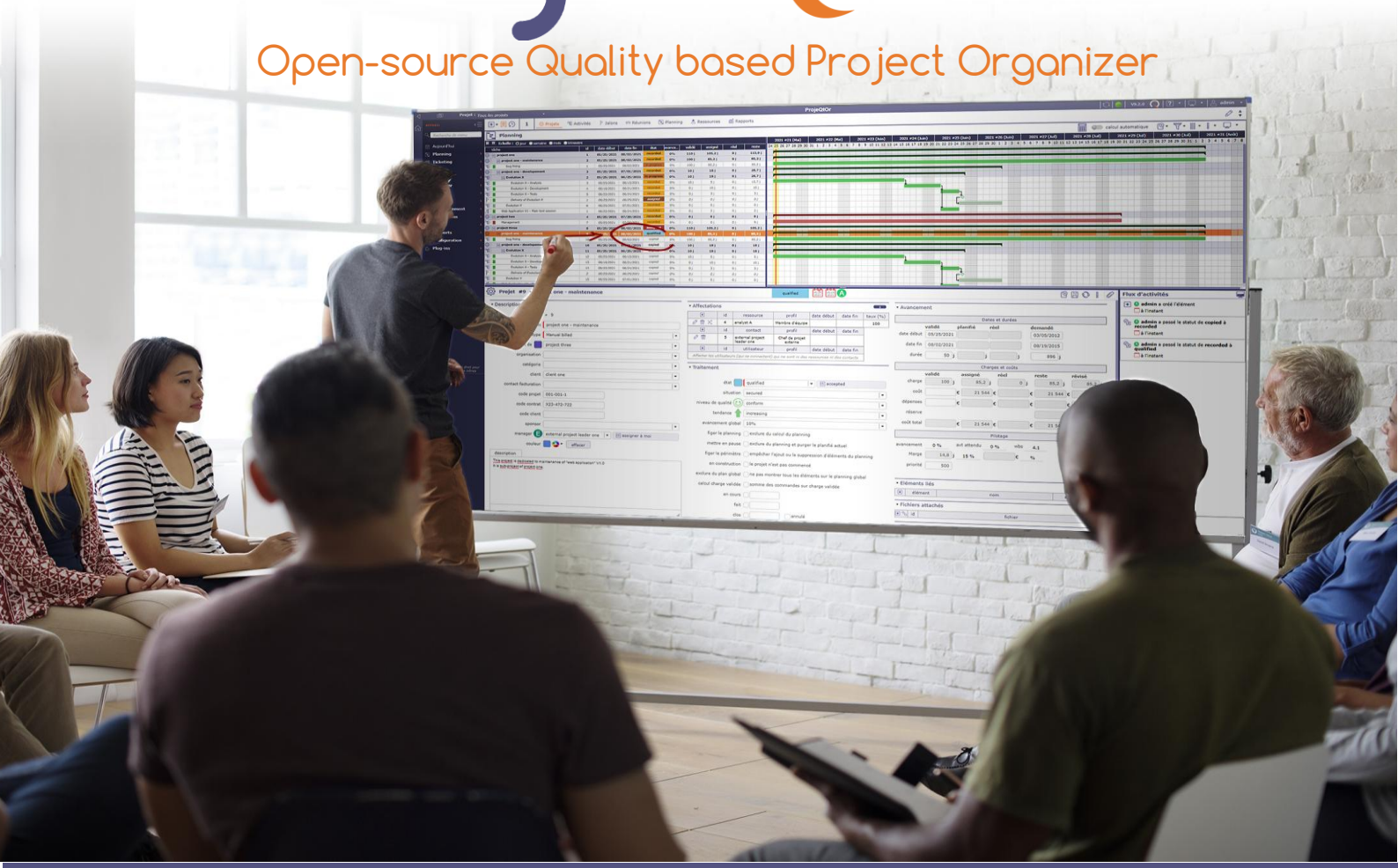
ProjeQtOr

Open-source Quality based Project Organizer



Training Catalog

Qualiopi processus certifié

RÉPUBLIQUE FRANÇAISE

The quality certification was issued under the following action category

TRAINING ACTIONS

Version 3.0 - 01/04/2025

SUMMARY

PRESENTATION OF PROJEQTOR 3
OUR COMMITMENTS 3
INFORMATIONS ADMINISTRATIVES 4
Warning 4
PRESENTATION OF OUR CATALOGUE 5
SUMMARY OF THE MODULES CONSTITUTING OUR TRAINING 6
MODULES 7
DISCOVERING PROJEQTOR 8
INTRODUCTION TO PROJECT MANAGEMENT 9
PROJEQTOR FUNDAMENTALS 10
BASIC PLANNING WITH PROJEQTOR 11
ADVANCED PLANNING 12
WITH PROJEQTOR 12
EXPERT PLANNING 13
WITH PROJEQTOR 13
GLOBAL DISCOVERY OF THE PROJEQTOR SCOPE 14
DETAILED STUDY OF THE PROJEQTOR PERIMETER ON 2 MODULES ... 15
CREATING A CASE STUDY WITH PROJEQTOR 16
TRACKING ACTIVITY IN PROJEQTOR FOR TEAM MEMBER 17
PROJEQTOR ADMINISTRATION AND CONFIGURATION 18
COMPONENT DEVELOPMENT FOR PROJEQTOR 19
FORMATIONS 20
DISCOVERING PROJEQTOR 21
PROJEQTOR FOR THE JUNIOR PROJECT MANAGER 22
PROJEQTOR FOR SENIOR PROJECT MANAGER 23
PROJEQTOR FOR THE PROJECT MANAGER “CONCENTRATED” VERSION 24
PLANNING 25
PROJEQTOR FOR TEAM MEMBER 26
PROJEQTO ADMINISTRATION AND CONFIGURATION 27
DEVELOPING COMPONENTS AND REPORTS FOR PROJEQTOR 28
Constitution de session à la carte pour s’adapter à un besoin particulier 29

PRESENTATION OF PROJEQTOR

PROJEQTOR is the publisher of the open-source project management tool ProjeQtOr, which combines all the features needed to organize your projects into a single tool.

It remains simple and easy to use on a daily basis, while covering a maximum of project management features. Its unique feature, in addition to its comprehensiveness, is its quality-oriented nature. This means that it allows you to record your project events, thereby simplifying compliance with quality management standards, whether ISO, CMMI, ITIL, or others.

PROJEQTOR's business is dedicated exclusively to the improvement, distribution, and maintenance of the ProjeQtOr software...

As such, PROJEQTOR offers services dedicated to this software:

- Solution hosting (SaaS mode)
- Professional support via subscription
- On-demand development
- Provision of additional plugins
- Support and audits
- Training

ProjeQtOr is listed on the SILL (Interministerial Free Software Foundation) and the GouvTech catalog published by DINUM (Catalog of Digital Tools for Public Services).

As part of our training service, we offer this catalog, which will help you identify training programs that will enhance your employees' skills based on their current skills and your desired objectives.

ProjeQtOr is Datadocked and Qualiopi certified for training activities. As such, your training can be funded by an OPCO (Professional Organization for the Coordination of Training).

Please do not hesitate to contact us for more information.

We have a form available to help you qualify your needs, and we are available to discuss your training needs with you.

OUR COMMITMENTS

- We offer training tailored to the needs of your employees while respecting your objectives.
- Our trainers are experienced in the role of trainer and in using the ProjeQtOr tool. They are trained and coached internally for at least 8 months before being assigned to a hands-on training program
- If the people you wish to enroll in our training require special accommodations to participate, please contact us directly and we will find a suitable solution.

INFORMATIONS ADMINISTRATIVES

- Legal form : SAS
- SIREN : 811 853 167
- SIRET Headquarters: 811 853 167 00013
- Adresse Headquarters: 40 rue Jean D'abadie – 31600 MURET
- Adresse main building: 16 BIS Quai Saint Marcet – 31600 MURET
- NAF : 5829C (Edition de Logiciel)
- Intra-community VAT: FR93 811 853 167
- Training activity declaration number: 73 31 07956 31
- Email: information@projeqtor.org

WARNING

Please note that these are training sessions on the ProjeQtOr tool, its use, and its features. These training sessions are not intended to assist you in the operational implementation of your own methods and organization. These are consulting activities that are outside the scope of our service catalog.

Our training sessions are designed to cover most project management issues encountered by companies; therefore, we do not rely on specific or personal cases. We also offer a case study that includes the most common applications to consolidate the training and generate the necessary insights for implementing your project management strategy with ProjeQtOr.

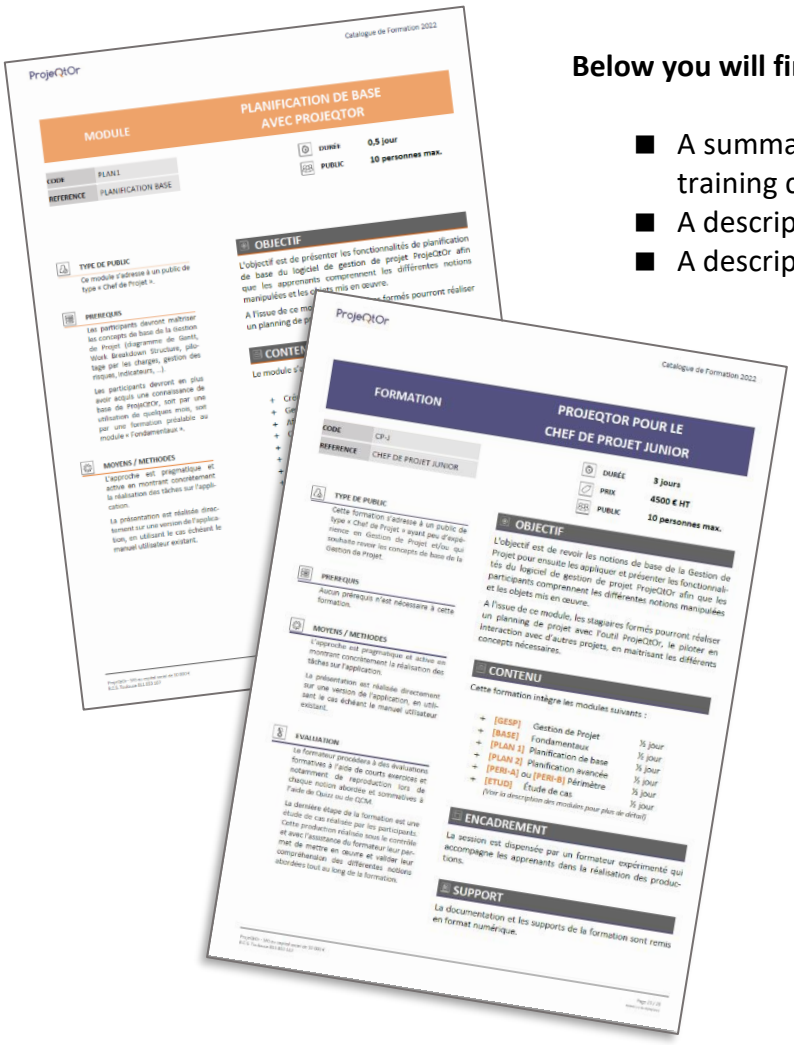
PRESENTATION OF OUR CATALOGUE

Our goal is to offer you training courses that perfectly match your needs.

We have therefore organized our offering in a flexible and modular manner.
We have defined modules. Each addresses a specific aspect or feature of ProjeQtOr.

We then created "standard" training courses by assembling the modules. These training courses represent a coherent assembly of modules to address the most frequently encountered needs, but you can create your own curriculum by assembling the modules differently to adapt your sessions to the needs of your employees.
Please be sure to carefully consider the prerequisites for each module.

We can help you with this, particularly through our needs assessment document.
Please do not hesitate to ask us if it is not included in this catalog.



Below you will find:

- A summary of the modules that make up our "standard" training courses
- A descriptive sheet for each module
- A descriptive sheet for each training course

SUMMARY OF THE MODULES CONSTITUTING OUR TRAINING

	Ref.	Duration in days		Trainings								
				Discover	Junior Project Leader	Senior Project Leader	Project Leader - short	Planning	Team Member	Administrator	Developer	On demand
			Ref.	DEC	CP-J	CP-S	CP-C	PLAN	EQU	ADM	DEV	CART
			Duration in days	0,5	3	3	1	1	1	1	1	variable
Modules	DEC	0,5	Discover	included								
	GESP	0,5	Project Management		included							choose
	BASE	0,5	Basics		included	included	included		included			choose
	PLAN 1	0,5	Basic planning		included	included	included	included				choose
	PLAN 2	0,5	Advanced planning		included	included		included				choose
	PLAN 3	0,5	Expert planning			included						choose
	PERI	0,5	Perimeter (option A or B)		included	included						choose
	ETUD	0,5	Case study		included	included						choose
	SUIVI	0,5	Follow-up						included			choose
	ADM	1,0	Administration							included		choose
	DEV	1,0	Development								included	choose

For the "Junior Project Leader" and "Senior Project Leader" courses, we ask you to choose between options A or B for the "Perimeter" module:

- **The Perimeter option - option A**
  Corresponds to an introduction to all the elements within the scope of the modules defined on the Perimeter module page Perimeter.

- **The Perimeter option - option B**
  Corresponds to the choice of two of the functional modules defined on the Perimeter module page. These modules will therefore be covered in more detail than in Option A, but the other modules will not be covered.

MODULES

List of modules that address an aspect or functionality of ProjeQtOr.

Discovery of Projeqtor
Introduction to Project Management
Projeqtor Fundamentals
Basic Planning with Projeqtor
Advanced Planning with ProjeQtor
Expert Planning with ProjeQtor
Overall Overview of the ProjeQtor Scope
Detailed Study of the ProjeQtor Scope in Two Modules
Conducting a Case Study with ProjeQtor
Tracking Activity in ProjeQtor for Team Members
Administration and Configuration of ProjeQtor
Developing Components for ProjeQtor

MODULE DISCOVERING PROJEQTOR

CODE	DISC
REFERENCE	DISCOVER

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is intended for anyone interested in learning about ProjeQtOr to identify its capabilities and the relevance of implementing it in the context of their projects and organization.

PRE-KING

No prerequisites are necessary for this module.

MEANS / METHODS

The approach is pragmatic and active, with concrete examples of how tasks are carried out on the application.

The presentation is carried out directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

To cover the basic principles of the ProjeQtOr tool, and to familiarize participants with its basic elements:

This training session is not intended to increase the skills of trainees. It is a presentation and discovery session to assess the relevance of the tool to the company's needs.

CONTENT

The module focuses on the following areas:

+ Creating a simple schedule using the plannable elements (projects, activities, milestones, meetings, etc.)
+ Using the application's interface and ergonomics
+ Presentation of work tracking elements
+ Presentation of the scope covered by the tool

MODULE INTRODUCTION TO PROJECT MANAGEMENT

CODE	GESP
REFERENCE	PROJETCS MANAGEMENT

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is intended for anyone interested in learning or reviewing the basic concepts of Project Management.

This is a mandatory prerequisite for successfully completing the other training modules, in which we cover these concepts, assuming that all participants have fully grasped them.

PRE-KING

No prerequisites are necessary for this module.

MEANS / METHODS

The method is active: The trainer's role will not only be to impart knowledge, but also to apply their professional skills to facilitate learners' learning.

The approach is pragmatic, presenting the topics covered through dynamic slides, encouraging the creation of presentations.

The presentation relies heavily on oral sharing between the trainer's experience and the learners' expectations and experiences.

OBJECTIVE

The objective is to introduce the basic concepts of Project Management.

This module aims to provide learners with an understanding of the basic concepts and principles of project management, enabling them to first grasp them and then apply them, in whole or in part, in a professional setting, particularly when using Project Management software such as ProjeQtOr.

CONTENT

The module focuses on the following areas:

+ The role of the project manager
+ Defining a project
+ The scope of project management
+ Managing workloads and duration
+ Managing deadlines and costs
+ Quality management
+ Risk management
+ Controlling scope and commitments
+ Methods and methodologies
+ Recurring pitfalls

MODULE PROJEQTOR FUNDAMENTALS

CODE	BASE
REFERENCE	FUNDAMENTALS

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is intended for anyone interested in learning about the features offered by the ProjeQtOr project management tool and its fundamental principles.

PRE-KING

Familiarity with basic project management concepts is recommended. This will allow participants to better understand the ins and outs of the features presented.

MEANS / METHODS

The method is active: The trainer's role will not only be to impart knowledge, but also to apply their professional skills to facilitate the learners' learning.

The approach is pragmatic, demonstrating concretely how tasks are performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective of this module is to cover the basic principles of the ProjeQtOr tool, introducing its concepts, basic elements, and interface usability. It should enable learners to understand how to use ProjeQtOr for simple project management and to understand the scope of the tool.

CONTENT

The module focuses on the following areas:

+ Concept and philosophy of the tool
+ Capacity planning, scope coverage
+ Creation of a simple schedule using plannable elements (projects, activities, milestones, meetings)
+ Use of the application interface and ergonomics
+ Presentation of work monitoring elements

MODULE BASIC PLANNING WITH PROJEQTOR

CODE	PLAN1
REFERENCE	BASIC PLANNING

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is aimed at a “Project Manager” type audience.

PRE-KING

Participants should have a solid grasp of basic project management concepts (Gantt chart, work breakdown structure, workload management, risk management, indicators, etc.).

In addition, participants should have acquired a basic understanding of ProjeQtOr, either through using it for a few months or through prior training in the "Fundamentals" module.

MEANS / METHODS

The approach is pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective is to present the basic planning features of the ProjeQtOr project management software so that learners understand the various concepts and the objects involved. At the end of this module, trainees will be able to create a project schedule using the ProjeQtOr tool.

CONTENT

The module is based on the following axes:

+ Project Creation
+ Resource Management
+ Resource Allocation
+ Activity Creation
+ Resource Assignment to Activities
+ Planning Start and End Dates
+ Using Dependencies and Milestones
+ Planning Modes
+ Planning Priorities
+ Allocation and Assignment Rates
+ Time Allocation

MODULE ADVANCED PLANNING WITH PROJEQTOR

CODE	PLAN2
REFERENCE	ADVANCED PLANNING

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is aimed at a “Project Manager” type audience.

PRE-KING

Participants should have a good grasp of the basic concepts of Project Management (Gantt chart, Work Breakdown Structure, workload management, risk management, indicators, etc.). Participants should also have a solid understanding of planning with ProjeQtOr, either through regular use of the tool for at least one year, or through prior training in the "Basic Planning" module.

MEANS / METHODS

The approach is pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is carried out directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective is to introduce the advanced planning features of the ProjeQtOr project management software so that learners understand the various concepts involved and the objects involved.

At the end of this module, trainees will be able to plan, manage, and monitor several complex and interdependent projects using the ProjeQtOr tool, while mastering the various concepts required for this implementation.

CONTENT

The module is based on the following axes:

+ Work tracking
+ Progress and margin
+ Saving and viewing the Planning
+ Planning optimization and reports
+ Planning rendering (printing, exporting)
+ Resource pool management
+ Incident and ticket management
+ Planning views

MODULE EXPERT PLANNING WITH PROJEQTOR

CODE	PLAN3
REFERENCE	EXPERT PLANNING

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is aimed at a “Project Manager” type audience.

PRE-KING

Participants must have a solid grasp of the basic concepts of Project Management (Gantt chart, Work Breakdown Structure, workload management, risk management, indicators, etc.). Participants must also have a solid understanding of planning with ProjeQtOr, either through regular use of the tool for at least one year, or through prior training in the "Basic Planning" and "Advanced Planning" modules.

MEANS / METHODS

The approach is pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is carried out directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective is to present the expert planning features of the ProjeQtOr project management software so that learners understand the various concepts involved and the objects implemented.

At the end of this module, trainees will be able to manage planning by knowing how to use overuse criteria, skills, and other resource levers. They will be able to track and validate employee work time and interpret various reports by mastering the various concepts required for this implementation.

CONTENT

The module is based on the following axes:

+ Simulation space
+ Special planning scenarios
+ Planning calculation options
+ Work consolidation and validation
+ Critical resources
+ Skills management
+ Planning optimization and analysis
+ Specific reports

MODULE GLOBAL DISCOVERY OF THE PROJEQTOR PERIMETER

CODE	PERI A
REFERENCE	PERIMETER A

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is aimed at a “Project Manager” type audience.

PRE-KING

Participants must have a solid grasp of basic project management concepts (Gantt chart, work breakdown structure, workload management, risk management, indicators, etc.). Participants must also have acquired a basic understanding of ProjeQtOr, either through several months of use or through prior training in the "Fundamentals" module.

MEANS / METHODS

The approach is pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is carried out directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective is to provide a comprehensive overview of the planning-related features of the ProjeQtOr project management software so that learners understand the various concepts used and the objects implemented when mastering the scope of their project. At the end of this module, participants will have a good overall understanding of the scope of ProjeQtOr's features, without having covered any particular feature in detail.

CONTENT

The module covers the following features:

+ Steering	Inputs, deliverables, deliveries, risks, opportunities, problems, action plans, requirements, tests, test sessions, questions, decisions, fleet management
+ Financial expenses	Budgets, Expenses, Calls for Tenders, Offers, Orders, Invoices, Schedules, Payments, Supplier Contracts, Contract Gantt Chart
+ Financial Incomes	Quotes, Orders, Invoices, Billing Methods, Payment Schedules, Payments, Customer Contracts, Contract Gantt Chart
+ Product configuration	Products, Components, Versions, Release Planning, Target Milestone
+ Collaboration	Checklists, Documents, Import, Export, Predefined Notes, Email Templates, Messages, Activity Stream, Dashboards, Diary.
+ Agile	Kanban, Live Meetings, Votes, Planning Poker, Solutions for Implementing Sprints, Ticket-Activity Synchronization

The various features are discussed in general terms, without going into detail about each object.

MODULE DETAILED STUDY OF THE PROJEQTOR PERIMETER ON 2 MODULES

CODE	PERI B
REFERENCE	PERIMETER B

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is aimed at a “Project Manager” type audience.

PRE-KING

Participants must have a good grasp of basic project management concepts (Gantt chart, work breakdown structure, workload management, risk management, indicators, etc.). Participants must also have acquired basic knowledge of ProjeQtOr, either through several months of use or through prior training in the "Fundamentals" module.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective is to present in detail two of the additional planning features of the ProjeQtOr project management software so that learners understand the different concepts used for these features and the objects used to manage their project scope. At the end of this module, participants will have an in-depth understanding of the two selected features.

CONTENT

Select 2 of the feature areas below:

Steering	Inputs, deliverables, deliveries, risks, opportunities, problems, action plans, requirements, tests, test sessions, questions, decisions, fleet management
Financial Expenses	Budgets, Expenses, Calls for Tenders, Offers, Orders, Invoices, Schedules, Payments, Supplier Contracts, Contract Gantt Chart
Financial Incomes	Quotes, Orders, Invoices, Billing Methods, Payment Schedules, Payments, Customer Contracts, Contract Gantt Chart
Product configuration	Products, Components, Versions, Release Planning, Target Milestone
Collaboration	Checklists, Documents, Import, Export, Predefined Notes, Email Templates, Messages, Activity Stream, Dashboards, Diary.
Agile	Kanban, Live Meetings, Votes, Planning Poker, Solutions for Implementing Sprints, Ticket-Activity Synchronization

Selected features are covered in detail, others will not be covered.

MODULE — CREATING A CASE STUDY WITH PROJEQTOR

CODE	ETUD
REFERENCE	STUDY CASE

DURATION 0,5 day

PUBLIC 10 peoples max.

TYPE OF AUDIENCE

This module is aimed at a “Project Manager” type audience.

PRE-KING

Participants must have completed prior training in the “Basic Planning” module, at a minimum.

MEANS / METHODS

The approach is pragmatic, using a dedicated instance of ProjeQtOr configured for trainees to complete the case study.

The trainer presents the study and draws a parallel with a concrete case that participants can easily visualize (an operational case related to business or everyday life).

The trainer monitors the individual progress of the participants, assists trainees who are struggling, and presents a possible solution to each question in the exercise.

OBJECTIVE

This module is a continuation of the Planning modules, of which it is the logical extension.

The objective is to use the planning features of the ProjeQtOr project management software so that learners can consolidate the various concepts and objects implemented during the planning module training.

At the end of this module, trainees will have created and managed a project in a near-real-life situation.

Note that the objective is to complete a set number of numbered, common questions for each type of training. Additional questions are planned for the "CP-Senior" training, as we believe this audience will complete the initial steps of the exercise more quickly.

Questions relating to "expert" management will only be addressed if the previous questions have been successfully completed.

The case study ends with the last question reached and answered at the set end time...

CONTENT

The case study is structured around the following axes:

+ Presentation of the case study brief
+ Implementation of the project structure
+ Project planning
+ Work schedule information
+ Response to project contingencies
+ Project management and optimization
+ *Expert management (overcapacity, under- and overbooking, overuse, skills).*
  Only for “CP-Senior” or “à la carte” training and within the given timeframes.

MODULE TRACKING ACTIVITY IN PROJEQTOR FOR TEAM MEMBER

CODE	SUIVI
REFERENCE	FOLLOW UP

DURATION **0,5 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is aimed at an audience intended to use ProjeQtOr on a daily basis, without implementing project planning.

PRE-KING

Participants will need to master the concepts of teamwork in project mode, the notions of time tracking (imputations), compliance with charges, and compliance with deadlines.

MEANS / METHODS

The approach is pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is carried out directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective of this module is to cover the principles of the ProjeQtOr project management tool, enabling team members to use it comfortably on a daily basis.

At the end of this module, participants will be able to use ProjeQtOr to identify their assigned work and track their daily activities within the projects in which they participate.

CONTENT

This module is based on the following axes:

+ View planned work
+ Track completed work
+ Reassess remaining work
+ Report on results obtained
+ Track task lifecycle
+ Ticket and Simple Ticket
+ Checklist
+ Documents
+ Dashboard and activity stream
+ Agile meeting
+ Kanban

MODULE PROJEQTOR ADMINISTRATION AND CONFIGURATION

CODE	ADM
REFERENCE	ADMINISTRATION

DURATION **1 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is intended for people with basic knowledge of the ProjeQtOr tool and who are intended to manage its configuration and administration.

PRE-KING

Participants should have acquired a basic understanding of ProjeQtOr, either through several months of use or through prior training in the "Fundamentals" module. It is recommended that participants have completed at least one of the planning modules to gain a sufficient and relatively comprehensive understanding of the concepts covered.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

OBJECTIVE

The objective of this module is to learn how to configure and functionally administer the ProjeQtOr application.

CONTENT

This module is based on the following axes:

+ Authorization Management
  > Screen Access Controls by Profile
  > Data Access Controls by Profile
  > Specific Access by Profile
+ Functional administration
+ Global and user settings
+ Import / Export
+ List of types
+ List of values
+ Controls & Automation
+ Plugins

MODULE
COMPONENT DEVELOPMENT FOR PROJEQTOR

CODE	DEV
REFERENCE	DEVELOPMENT

DURATION **1 day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This module is aimed at developers wishing to learn about the ProjeQtOr development framework.

PRE-KING

Participants should know the technical bases used in ProjeQtOr developments PHP, MySql, JavaScript, Object model.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

OBJECTIF

The objective of this module is to learn how to develop your own components in ProjeQtOr and to be able to develop the software or create your own plugin or your own reports.

CONTENU

This module is based on the following axes:

+ Technical aspects (prerequisites, installation, backup, migration)
+ Instance security (best practices)
+ Sequential processing (in background tasks)
+ Management of authorizations and access controls for screens and data
+ Functional administration management
+ Global and user settings
+ Import / Export
+ List of types
+ List of values
+ Controls & Automation
+ Plugins

TRAINING COURSES

List of training courses that correspond to a coherent assembly of modules to address the most frequently encountered needs.
You can create your own curriculum by assembling the modules differently, to adapt your sessions to the needs of your employees.

Introduction to ProjeQtOr
ProjeQtOr for Junior Project Managers
ProjeQtOr for Senior Project Managers
ProjeQtOr for "Concentrated" Project Managers
Planning
ProjeQtOr for Team Members
Administration and Configuration of ProjeQtOr
Developing Components and Reports for ProjeQtOr
Creating Customized Sessions to meet specific needs

TRAINING COURSE DISCOVERING PROJEQTOR

CODE	DEC
REFERENCE	DECOUVERTE

DURATION **0,5 day**
PRICE **800 € HT**
PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is aimed at anyone wishing to learn about the functionalities offered by the ProjeQtOr project management tool.

PRE-KING

No prerequisites are necessary for this training.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

EVALUATION

This training, very short and very theoretical, does not include an assessment phase.

OBJECTIVE

The objective of this session is to cover the basic principles of the ProjeQtOr tool and to introduce its fundamental elements.

This training is not intended to enhance the skills of the trainees. It is a presentation/discovery session of the tool, allowing participants to assess its suitability for implementation within the context of the company's needs.

CONTENT

This training includes the following modules:

+ **[DEC]** Discovering *½ day*
(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing their productions.

SUPPORT

No support.

TRAINING COURSE
PROJEQTOR FOR THE JUNIOR PROJECT MANAGER

CODE	CP-J
REFERENCE	JUNIOR PROJECT MANAGER

DURATION **3 days**
PRICE **4 800 €HT**
PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is aimed at a "Project Manager" type audience with little experience in Project Management and/or who wishes to review the basic concepts of Project Management.

PRE-KING

No prerequisites are necessary for this training.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

EVALUATION

The trainer will conduct formative assessments using short exercises, including replication exercises for each concept covered, and summative assessments using quizzes or multiple-choice questions. The final stage of the training is a case study completed by the participants. This work, carried out under the supervision and with the assistance of the trainer, allows them to apply and validate their understanding of the various concepts covered throughout the training.

OBJECTIVE

The objective is to review the basic concepts of Project Management and then apply them and present the features of the ProjeQtOr project management software so that participants understand the various concepts involved and the objects implemented.

At the end of this module, trainees will be able to create a project schedule using the ProjeQtOr tool and manage it in interaction with other projects, while mastering the various necessary concepts.

CONTENT

This training includes the following modules:

+	**[GESP]**	Projects management	½ day
+	**[BASE]**	Fundamentals	½ day
+	**[PLAN 1]**	Basic planning	½ day
+	**[PLAN 2]**	Advanced planning	½ day
+	**[PERI-A]** or **[PERI-B]**	perimeter	½ day
+	**[ETUD]**	Study case	½ day

(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing their productions.

SUPPORT

The training documentation and materials are provided in digital format.

TRAINING COURSE

PROJEQTOR FOR SENIOR PROJECT MANAGER

CODE	CP-S
REFERENCE	PROJET MANAGER SENIOR

DURATION **3 days**

PRICE **4 800 €HT**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is aimed at a “Project Manager” type audience with proven experience in Project Management.

PRE-KING

Participants will be expected to master the basic concepts of Project Management (Gantt chart, Work Breakdown Structure, workload management, risk management, indicators, etc.).

These skills will have been acquired through extensive training in Project Management or through several years of experience in this role.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

EVALUATION

The trainer will conduct formative assessments using short exercises, including reproductions of each concept covered, and summative assessments using quizzes or multiple-choice questions. The final stage of the training is a case study completed by the participants. This work, carried out under the supervision and with the assistance of the trainer, allows them to apply and validate their understanding of the various concepts covered throughout the training.

OBJECTIVE

The objective is to present the features of the ProjeQtOr project management software so that participants understand the various concepts involved and the objects implemented.

At the end of this module, trainees will be able to create a project schedule using the ProjeQtOr tool and manage it in interaction with other projects, while mastering the various necessary concepts, particularly those of resource management using specific levers.

CONTENT

This training includes the following modules:

+	**[BASE]**	Fundamentals	½ day
+	**[PLAN 1]**	Basic planning	½ day
+	**[PLAN 2]**	Advanced planning	½ day
+	**[PLAN 3]**	Expert planning	½ day
+	**[PERI-A]** or **[PERI-B]**	Perimeter	½ day
+	**[ETUD]**	Study case	½ day

(See the module description for more details)

MANAGEMENT

The session is led by an experienced trainer who supports learners in producing their productions.

SUPPORT

The training documentation and materials are provided in digital format.

TRAINING COURSE — PROJEQTOR FOR THE PROJECT MANAGER "CONCENTRATED" VERSION

CODE	CP-C
REFERENCE	FOCUSED PROJECT MANAGER

DURATION **1,0 day**
PRICE **1 600 €HT**
PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is aimed at a "Project Manager" type audience with proven experience in Project Management.

PRE-KING

Participants will be expected to master the basic concepts of Project Management (Gantt chart, Work Breakdown Structure, workload management, risk management, indicators, etc.).

These skills will have been acquired through extensive training in Project Management or through several years of experience in this role.

MEANS / METHODS

The approach is pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is carried out directly on a version of the application, using the existing user manual where appropriate.

EVALUATION

The trainer will carry out formative assessments using short exercises, including reproduction of each concept covered, and summative assessments using quizzes or multiple-choice questions.

.

OBJECTIVE

This module is a focused introduction to ProjeQtOr for a Project Manager audience. It allows you to discover the tool's basic features.

The objective is to present the planning features of the ProjeQtOr project management software so that learners understand the various concepts involved and the objects used, without delving into the intricacies.

At the end of this module, learners will be able to create a simple project schedule using the ProjeQtOr tool.

CONTENT

This training includes the following modules:

+ **[BASE]** Fundamentals ½ day
+ **[PLAN 1]** Basic planning ½ day
(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing the productions.

SUPPORT

The training documentation and materials are provided in digital format.

TRAINING COURSE PLANNING

CODE	PLAN
REFERENCE	PLANIFICATION

DURATION **1,0 day**

PRICE **1 600 €HT /day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is aimed at a “Project Manager” type audience with proven experience in Project Management.

PRE-KING

Participants should have a solid grasp of basic project management concepts (Gantt chart, work breakdown structure, workload management, risk management, indicators, etc.).

These skills should have been acquired through extensive training in project management or through several years of experience in this role.

Participants should also have acquired basic knowledge of ProjeQtOr, either through a few months of use or through prior training in the "Introduction" or "Fundamentals" modules.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

EVALUATION

A ten-minute multiple-choice test with immediate remediation will conclude the day. Instructors will use formative assessments during the session, particularly through quizzes.

OBJECTIVE

The objective is to introduce the planning features of the ProjeQtOr project management software so that learners understand the various concepts involved and the objects used.

At the end of this module, participants will be able to create, read, and manage a project schedule using the ProjeQtOr tool by mastering the various necessary concepts.

CONTENT

This training includes the following modules:

+ **[PLAN 1]** Basic planning ½ day
+ **[PLAN 2]** Advanced planning ½ day

(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing their productions.

SUPPORT

The training documentation and materials are provided in digital format.

TRAINING COURSE PROJEQTOR FOR TEAM MEMBER

CODE	EQU
REFERENCE	TEAM MEMBER

DURATION **1,0 day**
PRICE **1 600 €HT / day**
PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is aimed at an audience intended to use ProjeQtOr on a daily basis, without implementing project planning.

PRE-KING

Participants will need to master the concepts of teamwork in project mode and will be able to track time, monitor the lifecycle of a task, verify compliance with workloads, adherence to deadlines, etc.).

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual where appropriate.

EVALUATION

During the training, the trainer will conduct formative assessments. The work produced under the supervision and assistance of the trainer allows participants to apply and validate their understanding of the various concepts covered throughout the training.

CONTENT

The objective of this module is to cover the principles of the ProjeQtOr project management tool, enabling team members to use it comfortably on a daily basis.

At the end of this module, participants will be able to use ProjeQtOr to track their daily activities within the projects in which they participate.

CONTENU

This training includes the following modules:

+ **[BASE]** Fundamentals ½ day
+ **[SUVI]** Follow up ½ day

(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing their productions.

SUPPORT

The training documentation and materials are provided in digital format.

TRAINING COURSE — PROJEQTOR ADMINISTRATION AND CONFIGURATION

CODE	ADM
REFERENCE	ADMINISTRATION

DURATION **1,0 day**
PRICE **1 600 € HT**
PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is intended for an "Administrator" audience.

This module is intended for individuals with basic knowledge of the ProjeQtOr tool and who are intended to manage the configuration and administration of this web application.

PRE-KING

Participants are advised to have used the ProjeQtOr tool extensively to enable them to have a sufficient and relatively exhaustive understanding of the concepts covered, or to have followed at least the Fundamentals module or the Discovery module.

MEANS / METHODS

The approach is intended to be pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is conducted directly on a version of the application, using the existing user manual and a dedicated slideshow where appropriate.

EVALUATION

Short exercises will serve as formative assessment. A fifteen-minute multiple-choice test with immediate remediation will round off the day.

OBJECTIVE

The objective of this module is to learn how to configure and administer the ProjeQtOr application, both functionally and technically.

CONTENT

This training includes the following modules:

\+ **[ADM]** Administration 1 day
(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing their productions.

SUPPORT

The training documentation and materials are provided in digital format.

FTRAINING COURSE

DEVELOPING COMPONENTS AND REPORTS FOR PROJEQTOR

CODE	DEV
REFERENCE	DEVELOPPEUR

DURATION **1,0 day**

PRICE **1 600 € HT**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is aimed at an audience of developers who will create components for ProjeQtOr or develop reports or interface ProjeQtOr using the API or the available export and import tools.

PRE-KING

Participants are advised to have extensive experience using the ProjeQtOr tool to provide a sufficient and relatively comprehensive understanding of the concepts covered, or to have completed at least the "Fundamentals" module or the "Discovery" module. Participants should also be familiar with the technical components of ProjeQtOr (PHP and MySQL), as well as the concepts of object-oriented development, the MVC design pattern, and web application architecture.

MEANS / METHODS

The approach is pragmatic and active, demonstrating how tasks are actually performed on the application.

The presentation is delivered directly on a version of the application, using the existing user manual and a dedicated slideshow, if applicable.

EVALUATION

During the training, the trainer will conduct formative assessments. The work produced under the supervision and assistance of the trainer allows participants to apply and validate their understanding of the various concepts covered throughout the training.

OBJECTIVE

The goal of this module is to teach you how to develop with ProjeQtOr, to design plugins, create reports, or interface ProjeQtOr with third-party applications.

CONTENT

This training includes the following modules:

+ **[DEV]** Development 1 day
(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing their productions.

SUPPORT

The training documentation and materials are provided in digital format.

TRAINING COURSE

ON REQUEST SESSION TO ADAPT TO ANY SPECIFIC NEED

CODE	CART
REFERENCE	A LA CARTE

DURATION **Variable**

PRICE **1 600 € HT /day**

PUBLIC **10 peoples max.**

TYPE OF AUDIENCE

This training is intended for anyone who wants to learn about the features offered by the project management tool ProjeQtOr.

PRE-KING

The prerequisites will be verified by the applicant based on the selected modules.

The training will be approved after the need has been assessed and validated by us following our discussions with the applicant.

MEANS / METHODS

The approach is pragmatic and active, demonstrating concretely how tasks are performed on the application.

The presentation is carried out directly on a version of the application, using the existing user manual where appropriate.

EVALUATION

To be determined based on the modules selected.

OBJECTIVE

The objective will be determined in consultation with the applicant based on the objectives to be achieved defined by the applicant, the current skills of the people to be trained and the resources allocated to achieving these objectives.

CONTENT

Our modular offering allows you to create a session perfectly tailored to your needs by combining the proposed modules based on current skills and the individuals you need to train.

The available modules include:

+	**[DEC]**	Discovering	½ day
+	**[GESP]**	Projects management	½ day
+	**[BASE]**	Fundamentals	½ day
+	**[PLAN 1]**	Basic planning	½ day
+	**[PLAN 2]**	Advanced planning	½ day
+	**[PLAN 3]**	Expert planning	½ day
+	**[PERI-A]** or **[PERI-B]**	Perimeter	½ day
+	**[ETUD]**	Study case	½ day
+	**[SUVI]**	Follow up	½ day
+	**[ADM]**	Administration	1 day
+	**[DEV]**	Development	1 day

(See the module description for more details)

MANAGEMENT

The session is delivered by an experienced trainer who supports learners in producing their productions.

SUPPORT

The training documentation and materials are provided in digital format.