



SHARING  
EXCELLENCE

# TRAINING CATALOG

VOLUME 8

PROJECT MANAGEMENT

2021 Edition





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# BIRTH OF IFF

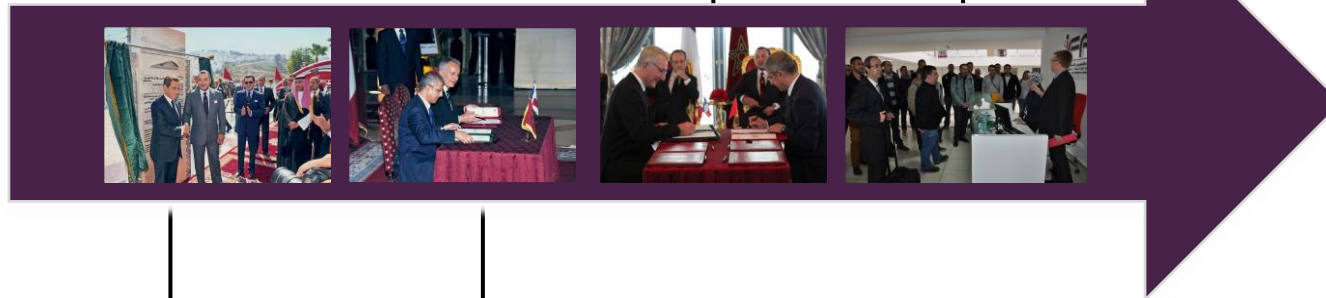
ONCF and SNCF, engaged in a **sustainable partnership**, have enabled the successful operation of **the first high-speed link of the African continent**.

**April 2013**

Final MOU for the creation of the IFF

**March 30, 2015**

First training sessions



**October 2007**

Intergovernmental agreement for the creation of the Tanger-Casablanca LGV.

**September 2011**

Preliminary MOU for the Establishment of the IFF

From this partnership, serving the success of the high-speed line, was born the railway Training Institute (IFF), which had the privilege of being entrusted with **the training of the operators of the high speed**.

The Institute's vocation is to be **a reference player in rail training**. It offers an extensive catalogue of all the skills that are useful for conventional or **high speed rail operations**, as well as **rail freight** and **logistics**, but also available for **urban and peri-urban transport**.

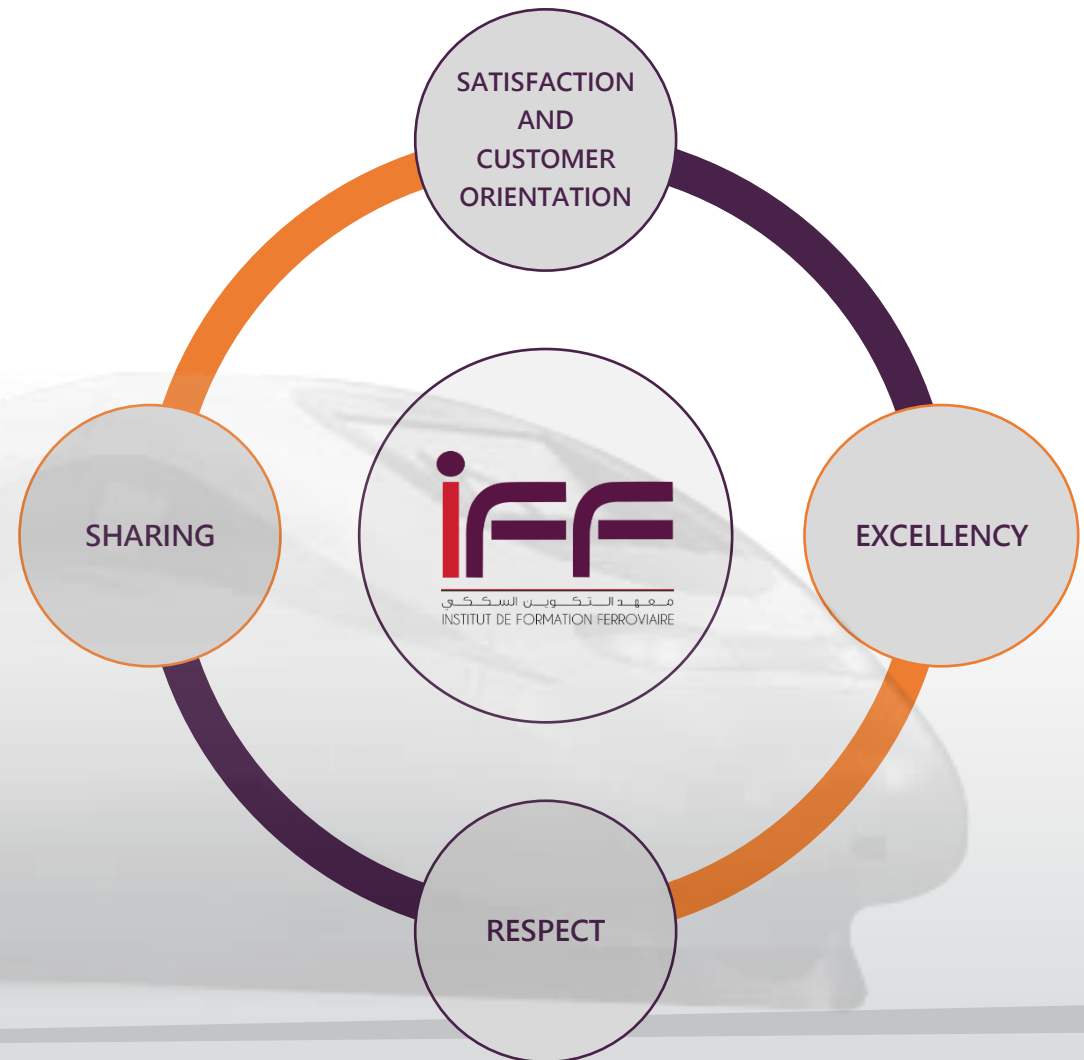
The trainings provided by IFF aim for **excellence** and are intended for the employees of the rail and guided transport actors.

# MISSIONS AND VALUES

Four values guide our action : **Customer orientation, Sharing, Excellence and respect.**

We have defined them jointly with our trainers and referents, which provide training and share their expertise under this spirit.

Their concrete realization is the focus of our attention.



# GET TRAINED AT IFF

**Rabat**, capital of Morocco is the great political and administrative center of the country, where the royal palace, government authorities and embassies are located.

Rabat is also a commercial and industrial city where tourism and local crafts play a major economic role.

Located in the north of the country, on the **Atlantic coast**, on the left bank of the mouth of the **Bouregreg** and facing the city of Salé, Rabat is a capital where life is good.

It has been the seat of Mohammed V University and several cultural and educational institutes, such as **IFF since 2015**.



*Kasbah of Oudayas*



*Rabat downtown*



## Mediterranean climate

- Average maximum temperature: 21.9 °C
- Average minimum temperature: 12.5 °C



## Official languages

- Arab
- Amazigh

## Spoken language

- French



## Currency

- Moroccan Dirham (MAD)



## Landmarks

- Tour Hassan
- Kasbah of Oudayas
- Chellah
- The National Library
- The National Theater
- Etc.

# GET TRAINED AT IFF

## An ideal geographical location

Located in the very heart of the **Agdal district** in Rabat, the Railway Training Institute ( IFF) is a 5-minute walk from the **Rabat-Agdal train station**.

The area is also well served by public transport:

- **Tramway**, Avenue de France station
- Various lines of **buses and taxis**



## Educational resources

Covering an area of **3 000 sqm**, IFF has been designed to offer its trainees a warm welcome and a work environment conducive to learning:

- **18 training rooms** including 8 equipped with interactive digital boards (**TNI**) spread over 2 floors
- **7 practical work rooms** with **educational models**
- **A multifunctional driving simulator** composed of:
  - 6 independent driving cabins
  - 2 instructor positions
  - 1 observer post

It makes it possible to reproduce the driving consoles of several machines in various configurations, such as:

- **E1400 ONCF locomotive** (ALSTOM Prima II locomotive) in Freight or Passenger configuration
  - **Electric Multiple Unit (TSR - ANSALDO BREDA)** in single or double unit
  - **High speed Train (Alstom Avelia – Euroduplex)** in single and double configuration
- **A wifi connection** available to all trainees
  - **A restaurant area** completely renovated in 2019



# THEY RECOMMEND OUR TRAINING

**Jean Robert AVATOLI – Railway HRD At SETRAG (Gabon)**

*«I The training modules provided and the modern teaching methods make the IFF a suitable environment for developing excellence skills. »*

**Abdoul Aziz DIOP– Engineer - Project manager at ANCF - Senegal**

*«This institute has allowed us to have a global vision regarding training in the railway sector and we believe that Senegal, ONCF and IFF will in the future be able to establish a collaboration to train railway workers in Senegal. »*



**Ahmed BENSAID –Stationmaster at ONCF**

*«On behalf of our 2019 stationmaster promotion, I would like to thank IFF for the efforts that allowed us to have a good time at the institute. This training took place in good conditions thanks to the magnificent instructors and to the IFF staff.»*

**Houria BENNI SADOUKI – Training manager at SNCF ( France)**

*« As a sponsor of this new learning journey, I could see that beyond the theme, this group work allows participants a real collective work which develops their listening, analysis and synthesis skills and offers the opportunity to discover a multicultural working environment. The support and methodology of the training coach make it easier to step back and make this experience a real moment of personal development. »*

**Christian MAGNI – Assistant Director of SETRAG (Gabon)**

*«I was pleased to spend two training months at IFF to acquire knowledge in rail exploitation field. Thanks to this training, I've been appointed Assistant to the CEO of SETRAG. »*

\* All the modules we offer are systematically subject to a trainee satisfaction test.

# THEY TRUST US



# MANAGEMENT HEADWORD



Represented by  
Mr Karim Eddine CHENNOUF



Represented by  
Mr Christophe MARTIN



Chairman of the  
Management Board



General  
Manager



IFF is a limited company registered under the Moroccan law, with a Management Board and a Supervisory Council, held at parity by ONCF and SNCF

## THE RAILWAY TRAINING INSTITUTE SHARING EXCELLENCE

The Railway Training Institute (IFF) opened its doors on March 30, 2015 in Rabat.

Co-developed by SNCF and ONCF, our training courses – more than a hundred - aim to be **innovative**. They are led by the **best specialists** from both companies, as well as by **selected partners**.

From the first months, the commitment of the shareholders and the entire team were able to make the institute a success.

Thus, since 2015, nearly **6.000 trainees yearly**, mainly from SNCF and ONCF, benefit from our training.

In 2017-2018, **more than 17.000 training days** were dedicated to preparing the operation of **high-speed line** in Morocco.

The year 2020 marked a new stage through the development of **distance learning** (virtual classes), thus constituting the first phase of a digitizing content process.

An **85% satisfaction rate** expressed by interns illustrates the ambition for excellence that drives us. These results are shared with limited partners who trust IFF.

Since its creation, IFF has been able to attract the confidence of new operators from **France, Spain, Morocco** in addition to some **West African countries**, in particular **Gabon, Senegal and Ivory-Coast**, by relying on its know-how to develop adapted training.

We are extremely proud of this confidence and the achieved results.

# TRAINING FORMS

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## PROJECT MANAGEMENT

These courses will allow executives to pilot and carry out their projects while applying international practices. The intern will be able to acquire the fundamentals of project management, working in project mode and in a team.

It will also allow to know the principles of planning and cost and risk control methods, but also to understand the key points of project management in terms of organization, management and operation. Then define a vision, an ambition and conditions for the success of a behavioral and human project.

# PROJECT MANAGEMENT : MASTER DEADLINES



## TARGET AUDIENCE

All members of a project team (including project manager, wishing to specialize in the management of project deadlines).



## GOALS

- Learn to structure a project in order to be able to manage and control the deadlines
- Practice using MS Project



## PREREQUISITES

This module requires having completed the training MP 02 "Integrating the project mode".



## EDUCATIONAL MODALITIES

- Put into practice using individually MS Project
- Several cases of application per day



## DURATION: 4,5 Days



## PROGRAM

- Define the activities of a project in waves, plan them, mark them out
- Organize the activities in sequences (links between activities, offset with lead or / and lag, PERT method)
- Estimate the duration of activities (resource requirement, schedule of resources...)
- Estimate the schedule of a project (the schedule) from the analysis activity sequences, durations, resource requirements and schedule constraints (critical path, analysis of contingencies, overlap, compression, curve progress, Gantt chart ...)
- Control the schedule (define a reference, note the deviations, act, progress report, performance review, progress physical)
- Work in shared mode, consolidate several projects.

• **Level 2 assessment:** Assessment of skills acquired at the end of training → **Yes**

# Fundamentals of Project Management



## TARGET AUDIENCE

All members of a project team (executives), including project manager, wishing to acquire the fundamentals of project management.



## GOALS

Put into practice the concepts of project planning and control, as well as the challenges and essential factors of success.



## EDUCATIONAL MODALITIES

Theoretical presentations, based on case studies, questioning method allowing learning by discovery, and work in sub-groups.



## PREREQUISITES

None.



## DURATION: 4,5 Days



## PROGRAM

- Master the fundamental of project management.
- Define and characterize a project.
- Start the project.
- Plan the project.
- Carry out, monitor, and control the project.
- Close the project.



• **Level 2 assessment:** Skills assessment acquired at the end of training ➔ **Yes**

# IFF MP03 / EN

## MANAGE IN PROJECT MODE

### TARGET AUDIENCE

All members of a project team (executives), including project manager, wishing to progress in management in project mode.

### GOALS

Acquire the tools and behavioral methods that promote project teamwork.

### PREREQUISITES

This module requires having followed the MP02 training "Integrating the project mode".

### EDUCATIONAL MODALITIES

Work in sub-groups, scenarios with observation and debriefing, case study.

### DURATION: 4,5 Days

### PROGRAM

- ✓ Project together in a team building project
- ✓ To implement leadership, in the service of cooperation and the mobilization of people
- ✓ Build a project team
- ✓ Work as a team and mobilize people
- ✓ Communicate, manage time and conduct meetings
- ✓ Manage stress and conflict.



• **Level 2 assessment:** Skills assessment acquired at the end of training ➔ **Yes**

# IFF MP 07/ EN

## RISK CONTROL



### TARGET AUDIENCE

All members of a project team (including project manager, wishing to specialize in the risk management of a project.



### GOALS

Illustrate the role of risk management in a project and the added value it can bring to the smooth running of the project.



### PREREQUISITES

Have followed the IFF MP 02 module "Integrating the project mode "and have experience of 6 months to 1 year in project management.



### EDUCATIONAL MODALITIES

Exercises, case studies, videos, work in sub-group, exchange of good practice.



### DURATION: 4,5 Days



### PROGRAM

- Understand the role of a risk management plan
- Master the risk management approach of a project
- Identify and distinguish between positive and negative risks
- Evaluate the risks and prioritize them (qualitative analysis)
- Develop and control risk response measures (improve opportunities, reduce threats, what to do with risks residual)
- Control actions related to the treatment of risks and periodically reassess (monitor and control risks, performance reports).

• **Level 2 assessment:** Assessment of skills acquired at the end of training ➔ **Yes**



# IFF MP 08/ EN

## COST CONTROL AND ESTIMATION



### TARGET AUDIENCE

All members of a project team (including project manager, wishing to specialize in cost management of a project.



### GOALS

- Understand the role of management costs
- Adopt a structured cost estimate approach
- Effectively manage costs during all the realization sentences.



### PREREQUISITES

Have followed IFF MP 02 module "Integrating the project mode and have an experience from 6 months to 1 year in project management.



### EDUCATIONAL MODALITIES

Exercises, case studies, videos, work in sub-group, exchange of good practice.



DURATION: 4,5 Days



### PROGRAM

- Define the budget allocation of a project through the work flowchart
- Implement the different estimation methods well for intellectual services than for costs of works and supplies
- Assimilate and understand the actions necessary to master and monitor project costs
- Understand and use financial analysis techniques in as part of new projects
- Keep the budget under control by making the necessary cost updates to termination through the methods of the remainder to be done and physical advancement
- Control management in terms of revenue, expenditure, billing and treasury
- Integrate the risk dimension in order to make the relevance of data and validate the budget
- Apply the communication and reporting procedures (budget table) allowing control and margin.

• **Level 2 assessment:** Assessment of skills acquired at the end of training ➔ **Yes**

# CONTACT US



## ACCESS MAP



**Ibn Sina Avenue - AGDAL** Rabat, Maroc  
GPS Geolocation : 34°00' 00.59"N 06°51'05.57"W



## TAILOR MADE TRAININGS

Are you looking for **a training adapted to your needs?**  
Contact us for more information.



## TRAINING SCHEDULES

Monday to Friday : **8:30 am-5:00 pm**  
Closed on weekends.



## REMOTELY

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- [contact@iff-ma.com](mailto:contact@iff-ma.com) (E-mail)



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