tenstep

Your partner in success for all projects

Catalogue

2022

WHO WE ARE

TenStep is a «Regional Partner» and exclusive representative of «TENSTEP INC» (USA) .
As a «Registered Education Provider» (REP), we are able to provide training in project management that is recognized by the PMI (Project Management Institute). We are also a certified consulting entity under the PMI (Consultancy Registry).

Our advice, training, and support, allow our clients to acquire new skills that will facilitate operations from technological integration to organization. These skills will greatly enhance the ability to act, create and innovate.

Since its establishment, TenStep continuously adds value for clients in both public and private sectors.

Mohamed Ghodhbane
President
TenStep France

Stefano Montaruli
Manager
TenStep France

Slim Mesfar
Manager
TenStep France

Michel Raimondo
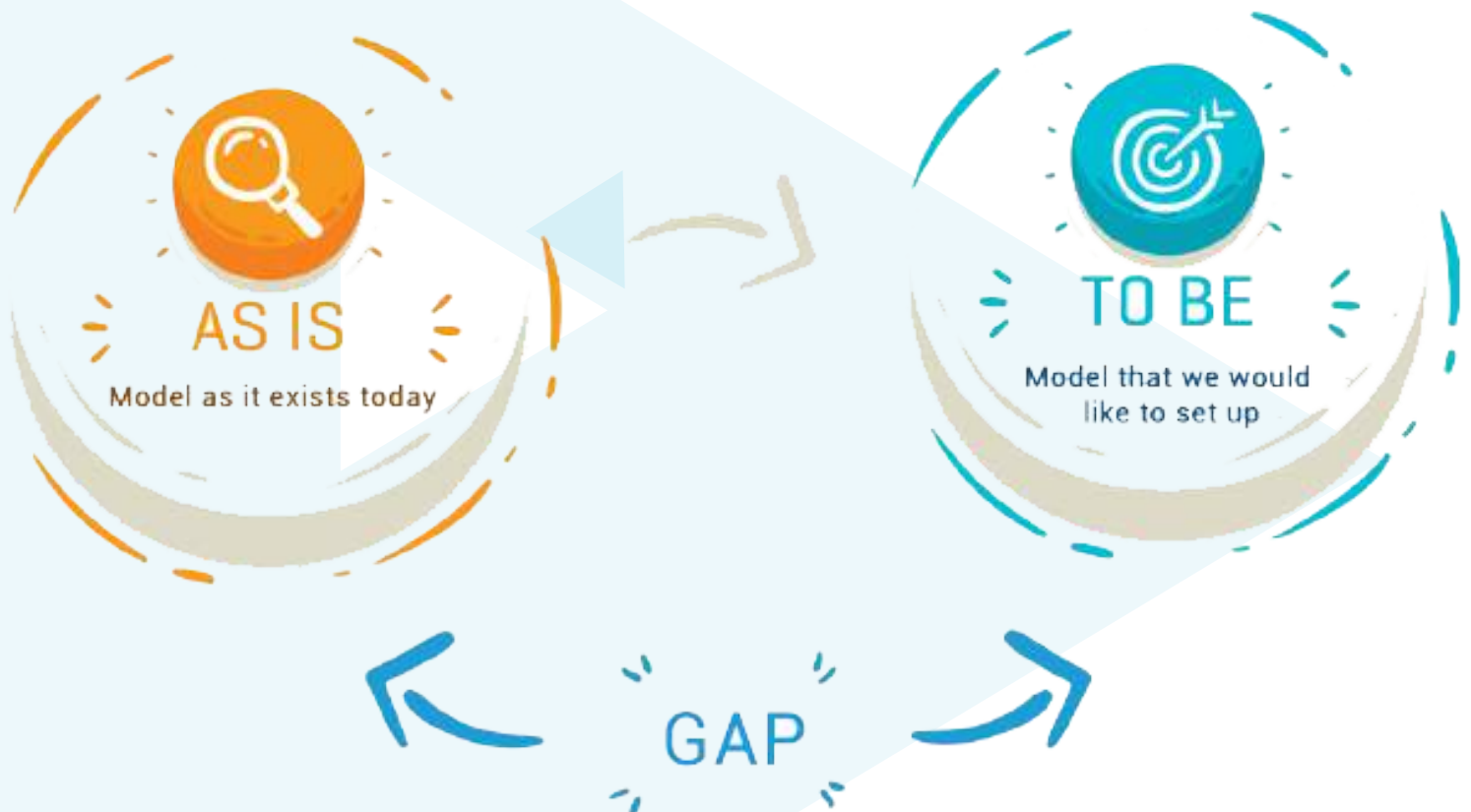Consultant
TenStep France

OUR PARTNERS

Consulting

Maturity Assessment of the company in Portfolio, Program and Project Management

AS IS
Model as it exists today

TO BE
Model that we would like to set up

GAP

The waves of strategic management

Creation, Training & Support of pilot teams → **PILOT TEAMS**

Who We Are?

Support in creating the map of Stakeholders → **STAKEHOLDERS**

Assistance in the strategic diagnostic Process → **STRATEGIC DIAGNOSIS**

Where We Are?

VISION
VALUES & MISSIONS
CHALLENGES (or pillars or strategic axes)
ORIENTATIONS
STRATEGIC OBJECTIVES
INITIATIVES
ACTION

Broad outlines guidelines

COHERENCE

STRATEGIC PLAN

STRATEGIC INITIATIVES PLAN

STRATEGIC ACTIONS PLAN

Activities

Where We Want to be?

How We Get There?

STRATEGIC MANAGEMENT IS ABOUT MANAGING BOTH THE EXTERNAL ENVIRONMENT AND INTERNAL RESOURCES TO CREATE SUSTAINABLE COMPETITIVE ADVANTAGES

Implementation of a PMO (Methodology, Organization & Templates) and its integration into a PPM solution

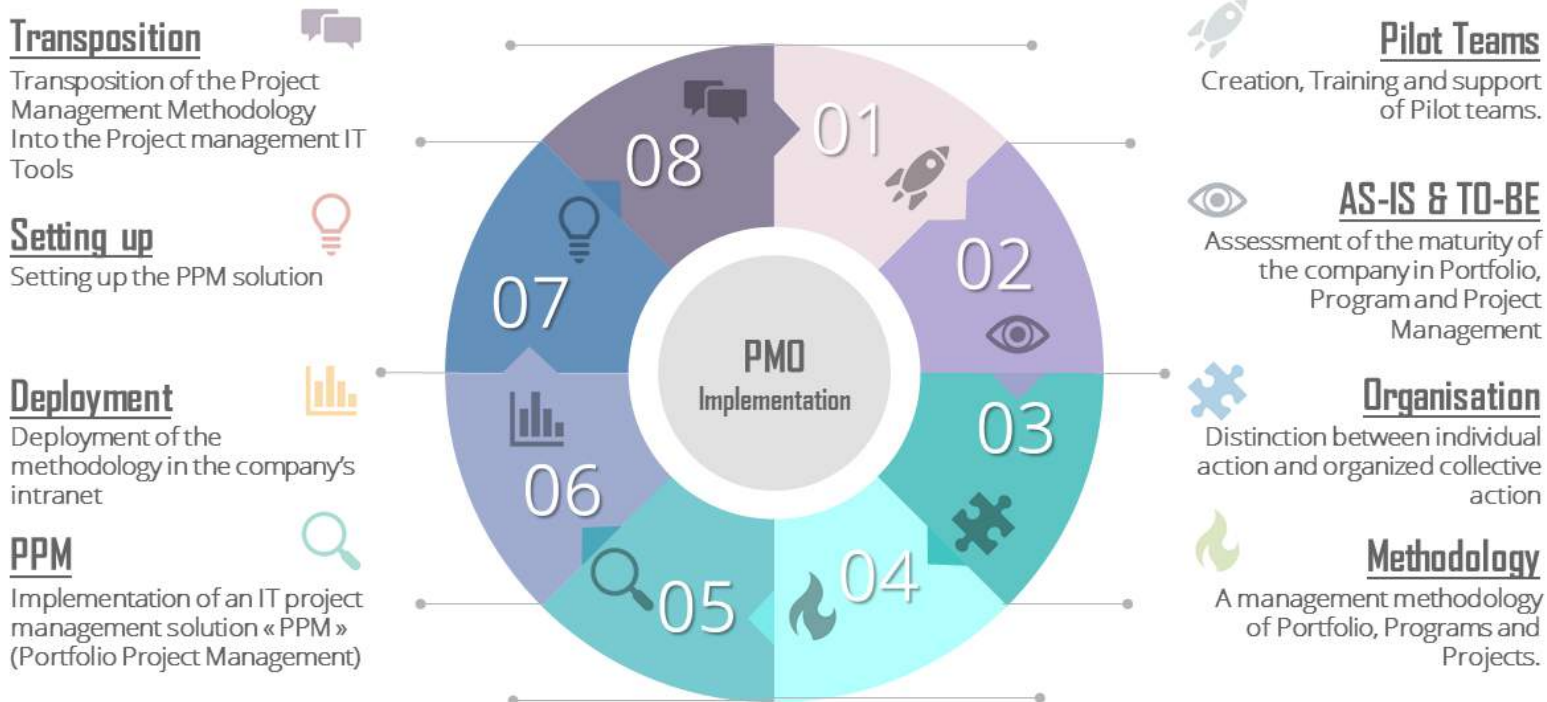TenStep has implemented a methodology to assist in establishing a Project Management Office (PMO) and determining the products and services it will offer.

Transposition
Transposition of the Project Management Methodology Into the Project management IT Tools

Setting up
Setting up the PPM solution

Deployment
Deployment of the methodology in the company's intranet

PPM
Implementation of an IT project management solution « PPM » (Portfolio Project Management)

PMO Implementation

08 07 06 05 04 03 02 01

Pilot Teams
Creation, Training and support of Pilot teams.

AS-IS & TO-BE
Assessment of the maturity of the company in Portfolio, Program and Project Management

Organisation
Distinction between individual action and organized collective action

Methodology
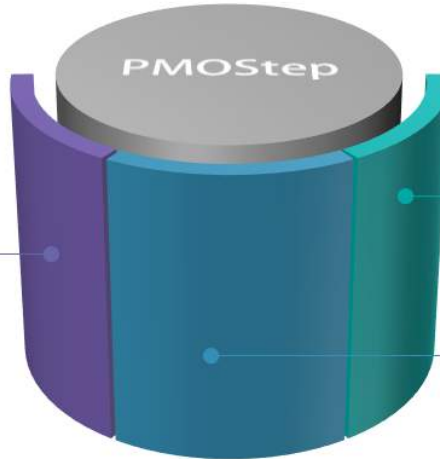A management methodology of Portfolio, Programs and Projects.

Project Management Office (PMO)

Our Model PMOStep

PMOStep

PMO Scorecard

Measure the value of your PMO – Create a holistic dashboard to identify and measure the value and success of the PMO

Quick PMO Startup Service

Establish a roadmap for a New value-added PMO or synchronize an existing PMO to make sure you're delivering value

Virtual PMO

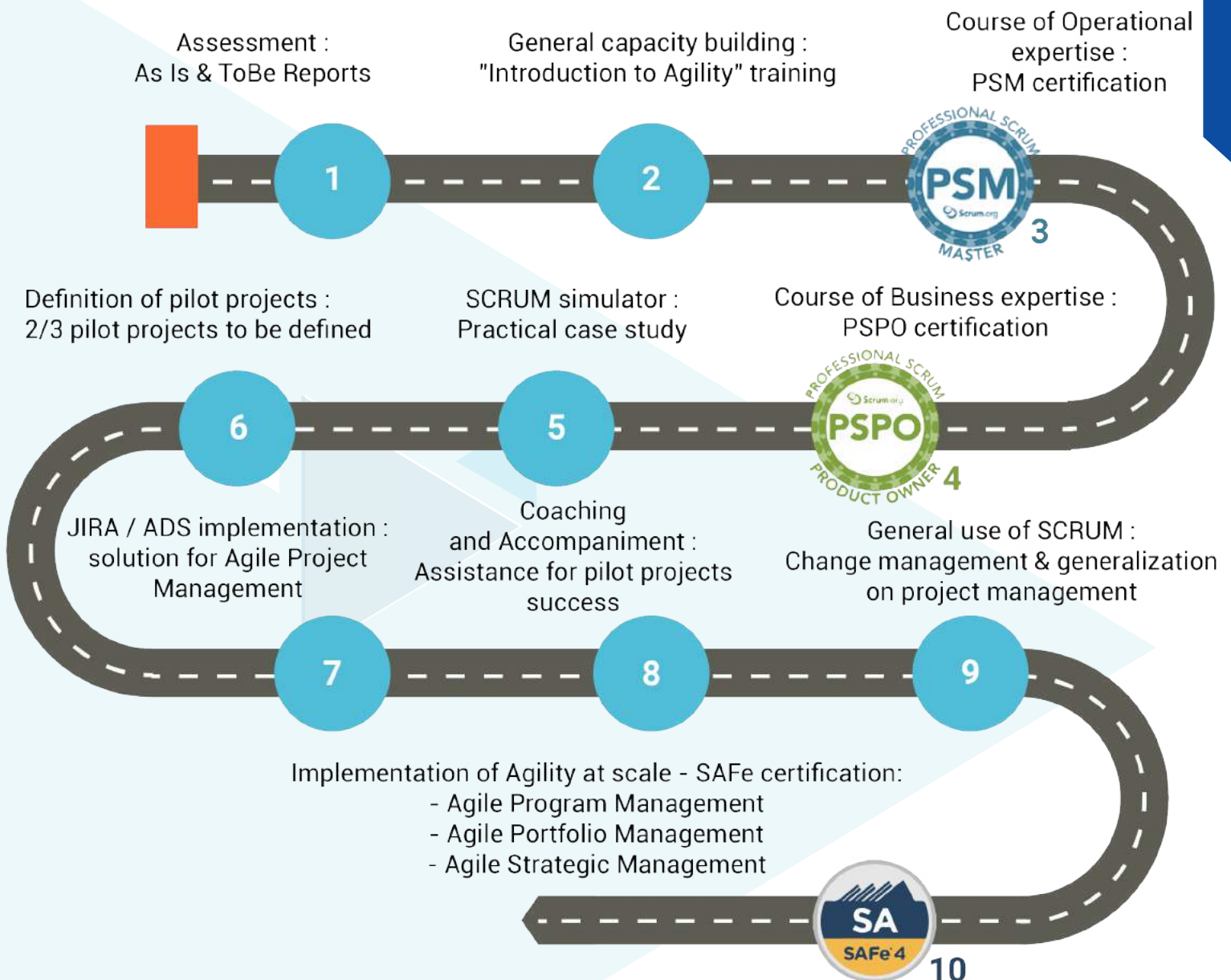Earn the value of a PMO by calling on our full-time or part-time experts

Agile Management :
Implementation of an Agile approach (Scrum, Kanban..)

By taking an agile approach, one is able to position the organization of a project in such a way that will allow it to evolve in correspondence with needs.
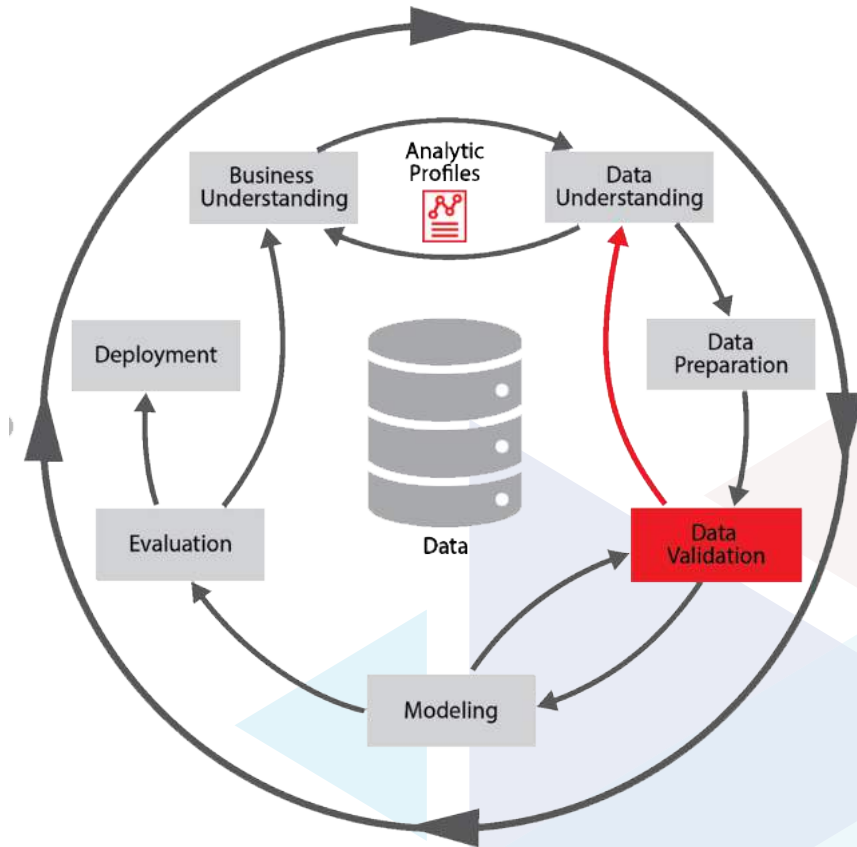
The use of short iterations associated with a continuous improvement process gives one the ability to anticipate and react to the environment improving time-to-market.

Our mission is to to popularize taking an agile management approach in projects and to accompany the transformation within organizations.

Assessment :
As Is & ToBe Reports

General capacity building :
"Introduction to Agility" training

Course of Operational expertise :
PSM certification

1

2

PSM
PROFESSIONAL SCRUM
MASTER
3

Definition of pilot projects :
2/3 pilot projects to be defined

SCRUM simulator :
Practical case study

Course of Business expertise :
PSPO certification

6

5

PSPO
PROFESSIONAL SCRUM
PRODUCT OWNER
4

JIRA / ADS implementation :
solution for Agile Project Management

Coaching
and Accompaniment :
Assistance for pilot projects success

General use of SCRUM :
Change management & generalization on project management

7

8

9

Implementation of Agility at scale - SAFe certification:
- Agile Program Management
- Agile Portfolio Management
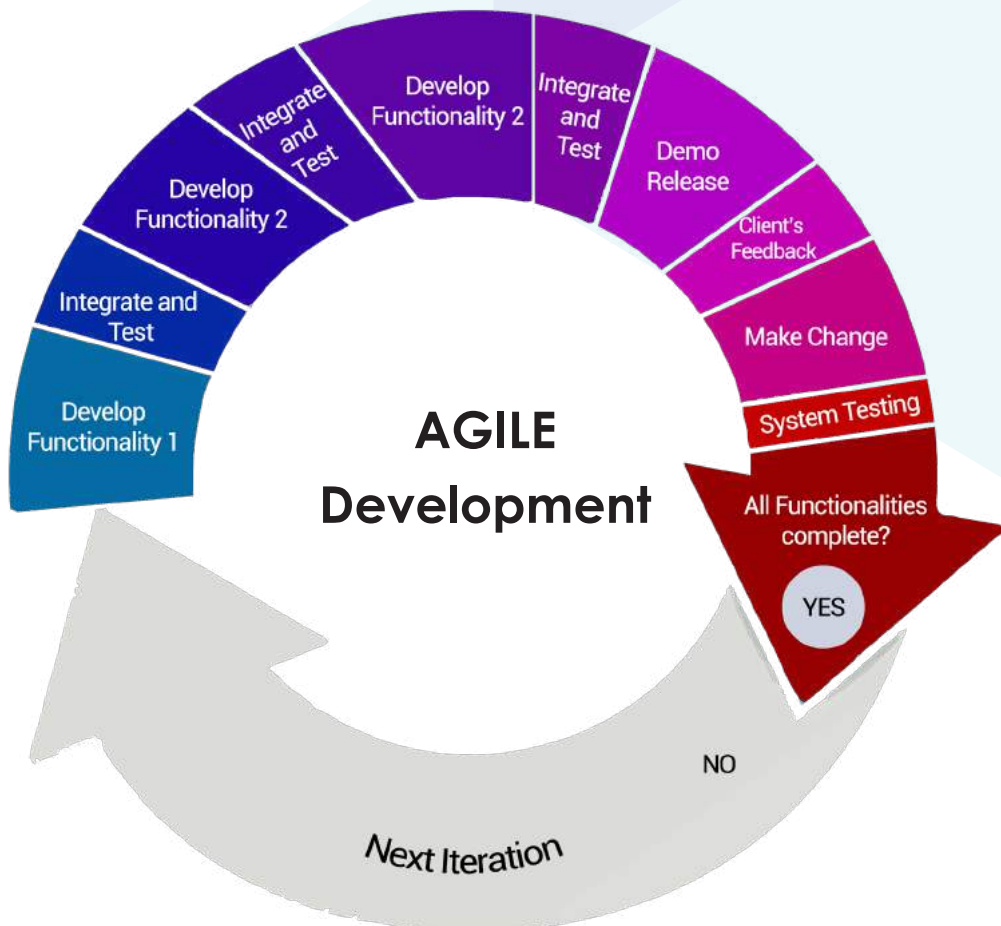- Agile Strategic Management
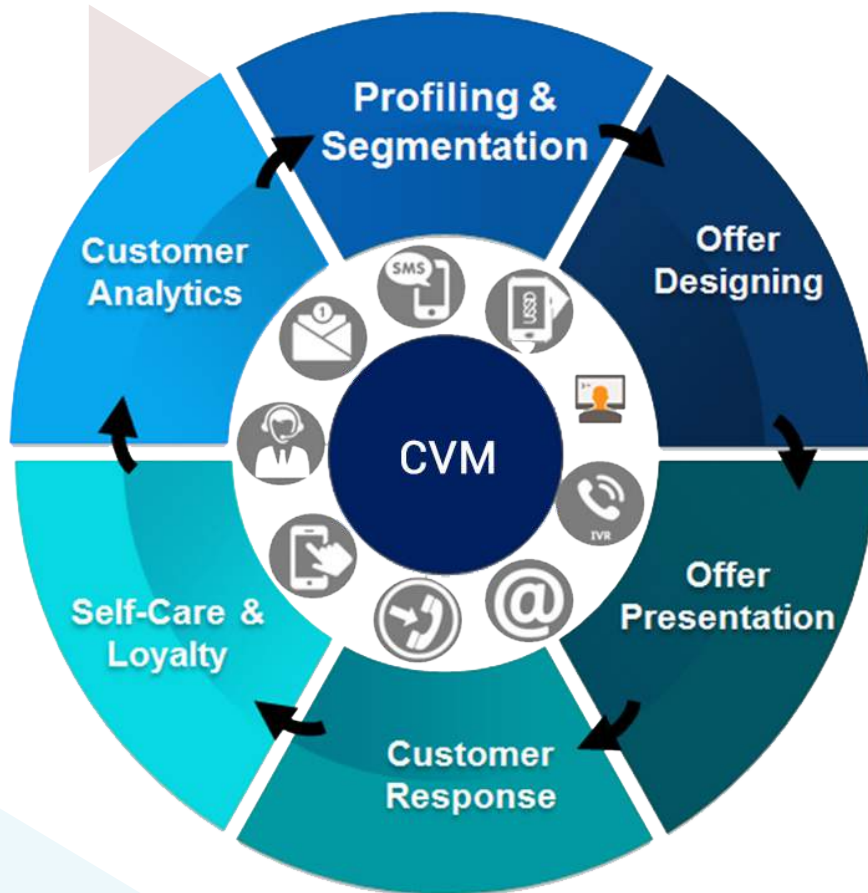
SA
SAFe 4
10

Agile use cases:

Agile use case « Data Science »

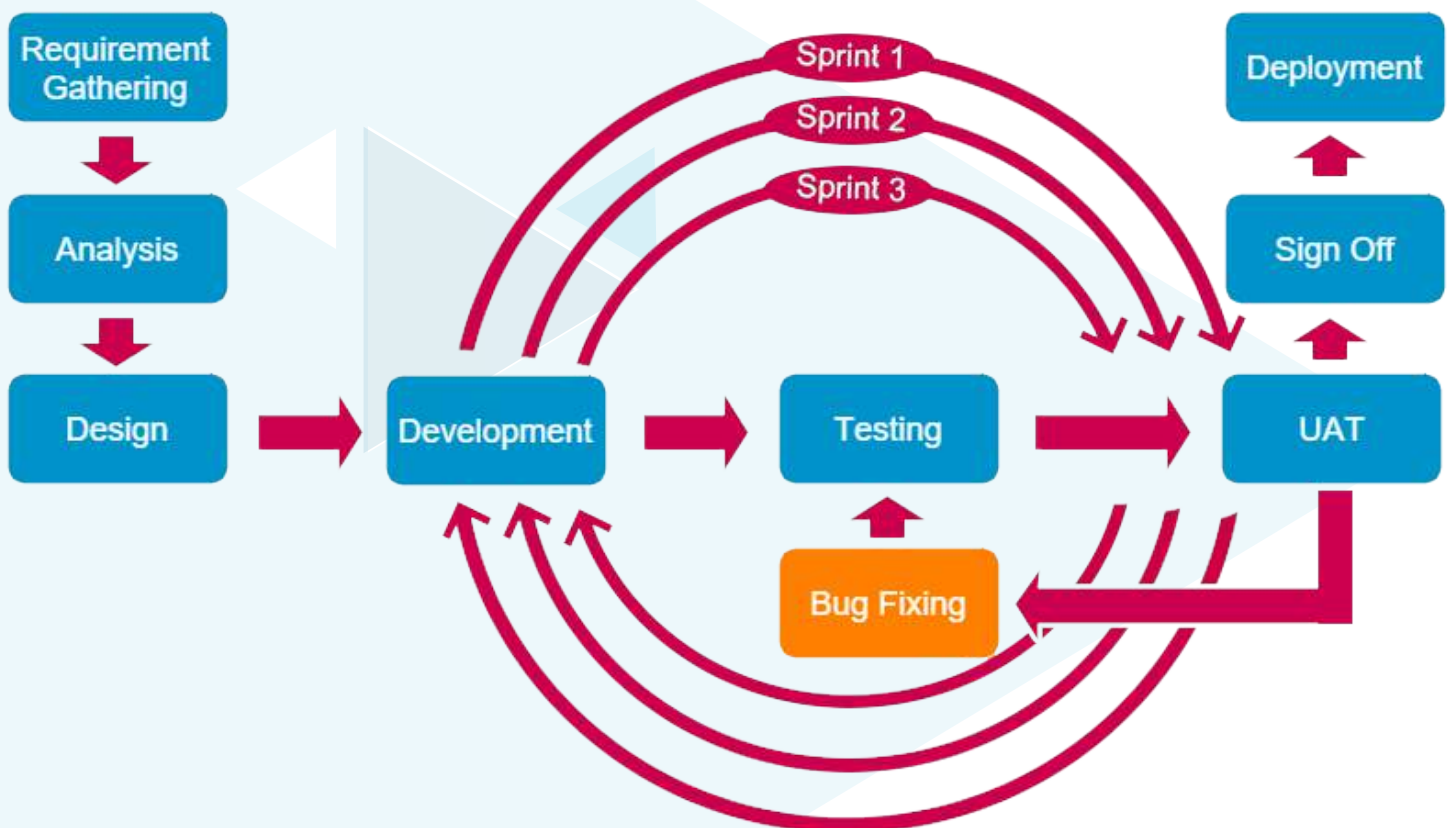## Agile use case « Business Intelligence »

Agile use case « Customer Value Management »

Agile use case « Customer Relationship Management »

Products

PMOStep™ : Implementation

PMOStep describes the process for setting up the PMO. Over time, it takes into account the speed in which the PMO culture change takes place and the resource constraints within the PMO itself.

TENSTEP Methodology

Tenstep's management methodology for portfolios, programs, and projects is based on two knowledge based guides: «The Standard for Portfolio Management, The Standard for Program Management & PMBOK® Guide.»

The methodology has been designed to allow scale application that accommodates varying project sizes and complexity.

This methodology provides information needed to help project managers successfully manage projects of all kinds. Depending on the needs of the project, this can range from the basic step-by-step approach to more sophisticated approaches.

The TenStep methodology provides leading processes, procedures, training, models and practices that a project manager needs for success.

Method123™

These project management templates enable the creation of high quality documents for projects.

They include all the tables, charts, and forms necessary to begin immediately. They are unique because:

- They are incredibly detailed
- They include charts and tables
- They are aligned with global standards
- They are suitable for projects of all types and sizes
- They contain tips and tricks for guidance

METHOD 1 2 3®
empowering managers to succeed

PPM Solutions

TenStep offers a complete solution in development strategy implementation.

- Implements a unique solution specifically designed for each business
- Offers a PPM solution that covers all project management activities
- Puts the customer at the center of the project through frequent communication allowing simple and quick adaptation to Changes in objectives at all times.

Project portfolio management is the discipline that deals with projects taken from a global point of view for the purpose of selection and arbitration. whereas Project Management focuses on «well handling the projects» - the field of operations - Project Portfolio Management is about «well handling the projects» - the area of decision making.
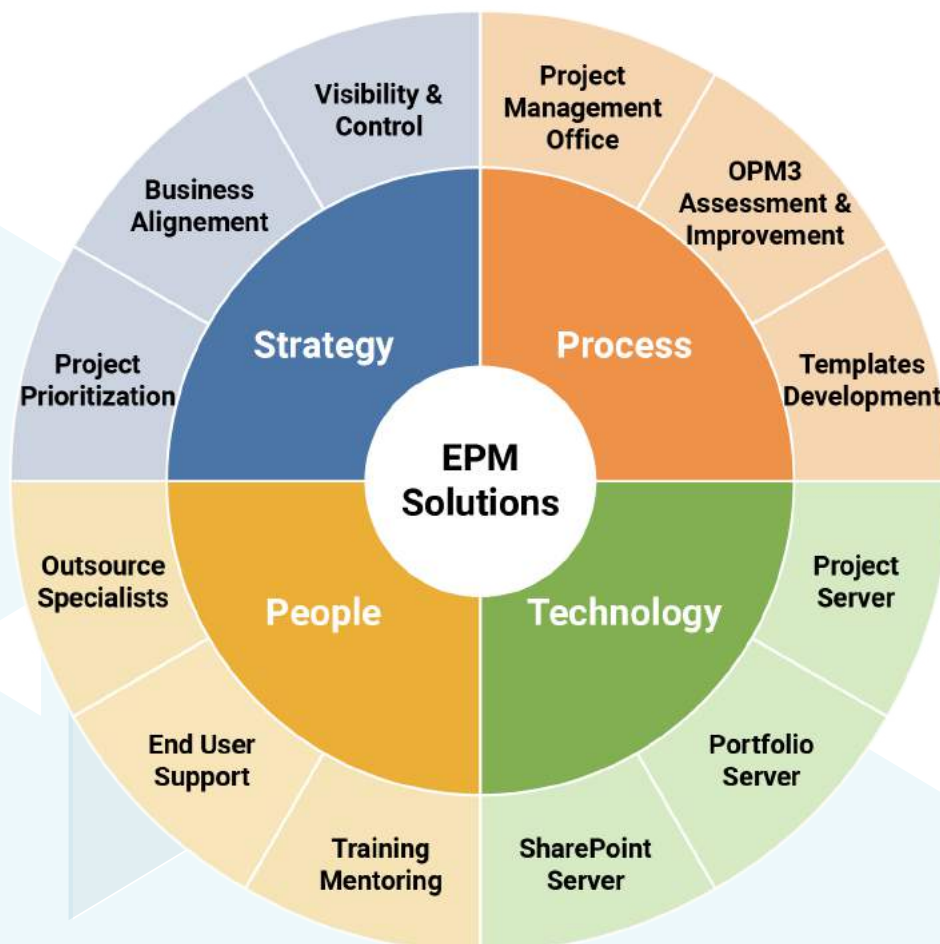
Training

TenStep Certifications

Ref.	Course	Duration	PDUs
TS001	TSPM / TENSTEP Project Management Certification	5 Days	40
TS002	CAPM / Certified Associate in Project Management	3 Days	23
TS003	PMP / Project Management Professional	5 Days	35
TS004	PgMP / Program Management Professional	5 Days	35
TS005	PMI-RMP / PMI Risk Management Professional	5 Days	35
TS006	PMI-SP / PMI Scheduling Professional	5 Days	35
TS008	PCBA Business Analysis (IIBA)	5 Days	21
TS009	PMI/PBA / Professional Business Analyst	5 Days	24

To encourage employee development in deepening and acquiring new skills, TenStep offers training tailored to individual needs and objectives.

◢ Agile training

Interested in taking a course on the agile approach? TenStep offers an agile training program based on solid expertise.

Ref.	Course	Duration	PDUs
TS010	Agile Fundamentals	2 Days	14
TS007	PMI-ACP / PMI Agile Certified Practitioner	5 Days	24
TS011	PSM : Professional Scrum Master	3 Days	14
TS012	PSPO : Professional Scrum Product Owner	3 Days	16
TS013	Management 3.0	2 Days	16
TS091	Scaled Agile Framework – SAFe	2 Days	15

Other courses

Ref.	Course	Duration	PDUs
TS014	Project Management Fundamentals	4 Days	14
TS015	MS Project - Level 1	3 Days	24
TS016	MS Project - Level 2	2 Days	12
TS017	MS Project Server - Level 1	3 Days	21
TS018	MS Project Server - Level 2	2 Days	14
TS019	MS Sharepoint - Level 1	3 Days	14
TS020	MS Sharepoint - Level 2	2 Days	-
TS021	Developing Microsoft SharePoint Server 2013 Core Solutions	3 Days	-
TS022	Developing Microsoft SharePoint Server 2013 Advanced Solutions	2 Days	-
TS023	Microsoft Office 365 - Collaboration and Project Management	3 Days	-
TS024	Dashbords designing with SharePoint and Project Server	2 Days	14
TS025	Configuration reporting (Excel services, SSRSet Power BI)	2 Days	7
TS026	Primavera	3 Days	19
TS027	JIRA	3 Days	12

OUR TRAINING IMPROVES AND FACILITATE THE MANAGEMENT OF YOUR PROJECTS

Ref.	Course	Duration	PDUs
TS051	Project Initiation	2 Days	14
TS052	Project Simulation	1 Day	14
TS054	Project Quality Management	1 Day	7
TS055	Project Content Management	1 Day	7
TS056	Project issue management	1 Day	7
TS057	Project Portfolio Management	2 Days	12
TS058	Program Management	2 Days	8
TS059	Requirements Engineering	2 Days	-
TS060	Project Risk Management	2 Days	12
TS061	Project Communication Management	2 Days	14
TS062	Project Stakeholder Management	2 Days	6
TS063	Project Ressources Management	2 Days	-
TS064	Project Schedule Management	2 Days	-

In addition to these courses, TenStep offers a wide range of PMI accredited training. Scan the QR code below to view a complete list (this will take you back to the PMI website).

To attain more versatile and operatio-
nal teams and assurance in professional
employee development, TenStep offers
courses with Certification that provide
rapid development towards new skills.

TenStep Training Curriculums

Associate PROJECT MANAGER

Ref.	Course	Duration	PDUs
TS001	TenStep Methodology - TSPM	5 Days	40
TS011	Professional Scrum Master – PSM	3 Days	14
TS015	MS Project Professional	2 Days	12
TS043	Strategic Management : Fundamentals	2 Days	12
TS047	Business Analysis : Fundamentals	2 Days	12
TS041	Change Management	2 Days	7
TS083	Manage tensions and interpersonal conflicts	1 Day	-
TS084	Situational leadership	1 Day	-
		18 Days	**97**

Senior PROJECT MANAGER

Ref.	Course	Duration	PDUs
TS003	Project Management Professional - PMP	5 Days	35
TS046	Process Management BPM : Fundamentals	2 Days	12
TS044	Strategic Management - Level 2	2 Days	-
TS048	Business Analysis - Level 2	2 Days	-
TS016	MS Project Professional - Level 2	2 Days	12
TS012	Professional Scrum Product Owner - PSPO	3 Days	16
TS085	Evaluate the performance of my collaborators	1 Day	6
TS081	Give critical and constructive feedback	1 Day	6
		18 Days	**87**

Senior Agile PROJECT MANAGER

Ref.	Course	Duration	PDUs
TS001	TenStep Methodology - TSPM	5 Days	40
TS011	Professional Scrum Master - PSM	3 Days	14
TS045	DevOps	3 Days	18
TS016	MS Project Professional	2 Days	12
TS012	Professional Scrum Product Owner - PSPO	3 Days	16
TS092	MS Azure DevOps Server	2 Days	7
TS091	Scaled Agile Framework - SAFe	2 Days	15
TS083	Manage tensions and interpersonal conflicts	1 Day	-
TS093	working in Project Mode	1 Day	-
		22 Days	**122**

Innovation Management

Ref.	Course	Duration	PDUs
TS042	Innovation Management	5 Days	30
TS038	Risk Management : Fundamentals	2 Days	14
TS014	Project Management Fundamentals	2 Days	12
TS041	Change Management	2 Days	7
TS030	Lean Startup & Business Model	2 Days	12
TS010	Agillity Fundamentals	2 Days	7
TS043	Strategic Management : Fundamentals	2 Days	12
TS083	Manage tensions and interpersonal conflicts	1 Day	-
TS084	Situational leadership	1 Day	-
		19 Days	**94**

Digital Transformation Manager

Ref.	Course	Duration	PDUs
TS039	Digital Transformation	4 Days	15
TS040	Big Data, IOT & Cyber Security	3 Days	14
TS041	Change Management	2 Days	7
TS014	Project Management Fundamentals	2 Days	12
TS010	Agility Fundamentals	2 Days	7
TS083	Manage tensions and interpersonal conflicts	1 Day	-
TS084	Situational leadership	1 Day	-
		15 Days	**55**

DevOps Engineer

Ref.	Course	Duration	PDUs
TS010	Agility Fundalmentals	2 Days	-
TS100	DevOps Fundamentals	2 Days	-
TS040	Big Data, IoT & Cybersecurity	3 Days	-
TS101	Cloud Computing : Fundamentals	2 Days	-
TS102	Container Orchestration & Managment	5 Days	-
TS103	CI/CD Pipeline	3 Days	-
TS104	DevSecOps	3 Day	-
		20 Days	**-**

Design Thinking

Ref.	Course	Duration	PDUs
TS028	Design Thinking	3 Days	16
TS029	Creativity tools & techniques	2 Days	12
TS030	Lean Startup & Business Model	2 Days	12
TS014	Project Management Fundamentals	2 Days	12
TS010	Agility Fundamentals	2 Days	7
TS038	Risk Management : Fundamentals	2 Days	12
TS083	Manage tensions trand interpersonal conflicts	1 Day	-
TS084	Situational leadership	1 Day	-
		15 Days	**71**

Strategic Management

Ref.	Course	Duration	PDUs
TS158	Strategic Management	3 Days	-
TS157	Strategic Diagnosis	2 Days	-
TS156	Corporate finance	2 Days	-
TS155	Humain Ressource Managemet	2 Days	-
TS154	Data analysis & Management control	3 Days	-
TS153	Business negotiation techniques	1 Day	-
TS152	Innovation Strategy & Strategy practice	2 Days	-
TS151	Business development & Business Plan	1 Day	-
TS083	Manage tensions and interpersonal conflicts	1 Day	-
		17 Days	**-**

Lean Management

Ref.	Course	Duration	PDUs
TS032	Lean Management	5 Days	35
TS031	Lean tools & Techniques	2 Days	14
TS049	Supply chain Management Fundamentals	2 Days	10
TS050	(ISO9001)	2 Days	12
TS010	Agility Fundamentals	2 Days	7
TS014	Project Management Fundamentals	2 Days	12
TS085	Evaluate the performance of my collaborators	1 Day	6
TS081	Give critical and constructive feedback	1 Day	6
		17 Days	**102**

Project Management & Lean Startup

Ref.	Course	Duration	PDUs
TS072	Lean Startup Methodology + Business Model Canvas	3 Days	18
TS073	Design Thinking & Innovation management	2 Days	12
TS047	Business Analysis Fundamentals	2 Days	12
TS010	Agility Fundamentals	2 Days	7
TS014	Project Management Fundamentals	2 Days	12
TS075	Strategic Management : Fundamentals	2 Days	12
TS074	Communications & tools + Public Speaking & Sales Argument	1 Day	6
TS076	E-Marketing Fundamentals	1 Day	6
		15 Days	**85**

+ Accompaniment and Coaching

Fund raising Manager

Ref.	Course	Duration	PDUs
TS064	Project Management & Risk Management	2 Days	12
TS010	Agility Fundamentals	2 Days	7
TS065	Design Thinking Fundamentals	2 Days	12
TS066	Techniques & Tools for searching and collecting Information	1 Day	6
TS067	Methods & Tools of Information Monitoring	1 Day	6
TS069	Project's cycle of life management & Reports redaction	1 Day	6
TS063	Financing File	2 Days	12
TS070	Funding Sources & Support programs for enterprises	1 Day	6
TS068	Communication & Tools & Stress management	1 Day	6
TS071	Public Speaking	1 Day	6
		14 Days	**79**

+ Accompaniment and Coaching

A CHANGE OF «CULTURE» AND NOT ONLY OF «STRUCTURE»

"6 ELEMENTS TO BE CONSIDERED" TO ENSURE THE SUCCESS OF THE MANAGEMENT BY PROJECTS

A recognition system that reinforces desired behaviors and results.

A shared and repeatable process used throughout the company and integrated into its culture, allowing for better team dialogue and common project definitions.

06 RECOGNITION

01 PROCESS

05 SETTING PRIORITIES

02 TEAMS

Projects are funded and **supported according to their value to the business (profits) and the capacity** of the internal resources to be delivered.

Teams that feel collectively accountable for the results of the projects, thus ensuring collective ownership and commitment, the crucial conditions for real teamwork.

04 COMMUNICATION

03 ROLES

Effective and consistent communication in project teams and externally, resulting in little or no unshared surprises and better team decisions.

The roles and responsibilities of the project stakeholders (sponsor, client, project managers, internal users, etc.) are clear and understood by all, allowing efficient and truly collaborative project planning.

Our references

United States Public Sector

United States Federal Government

- Army National Guard (ARNG)
- Department of Agriculture
- Federal Aviation Administration (FAA)
- Food and Drug Administration (FDA)
- General Services Administration
- Lawrence Livermore National Labs (LLNL)
- Tennessee Valley Authority (TVA)
- U.S. Army Corps of Engineers

State Governments

- State of Florida (multiple agencies)
- State of California
- State of Georgia
- State of Iowa
- State of Maine
- State of Washington

Other clients

- The World Bank, USA
- The Interamerican Development Bank, USA
- Secretary of Economy, Argentina
- Institute of Consumer Protection, Mexico
- Small and Medium Enterprise and Innovation Agencies, Russia
- Foundation for Enterprise Development (MVA), Hungary
- Institute for Promotion of Small Enterprise (IPSE – Malta Enterprise), Malta
- National Agency for SMEs (NADSME), Slovakia
- Private Sector Development Programme – IMC, Egypt

- Centre for Enterprise Restructuring and Management Assistance (CERMA), Georgia
- Ministry of Economy, Slovenia
- Ministry of Agriculture & Regional Devel, Hungary
- Agency for the Mining Regions, Romania
- Ministry of Privatisation, Algeria
- National and Regional Export Institutes of Spain (ICEX, COPCA, IVEX, PROEXCA, etc.)
- United Nations Industrial Development Organization (UNIDO), Austria
- Ankara Development Agency, Turkey
- Barbados Competitiveness Program- Ministry of Finance and Economy, Barbados

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