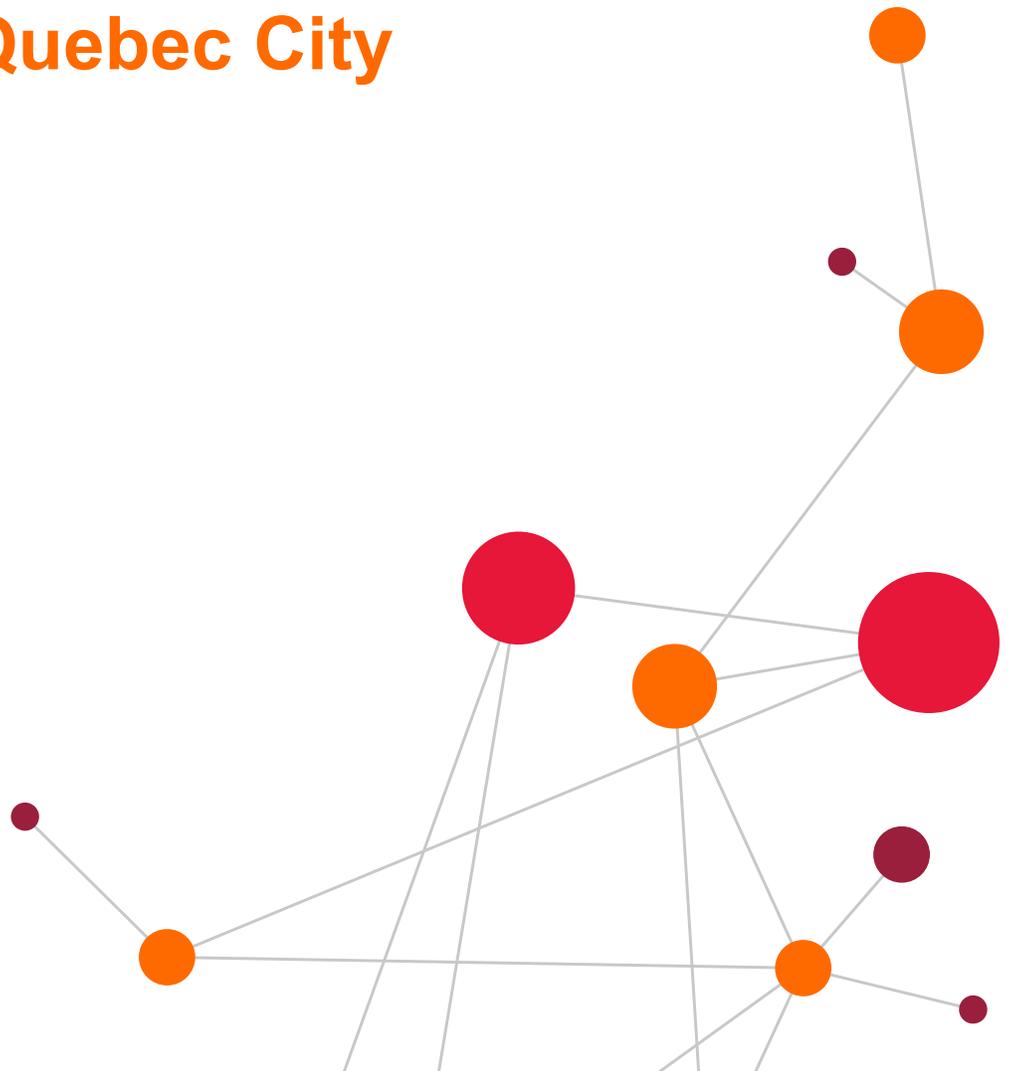


# Remote Training Services

## CGI – Quebec City

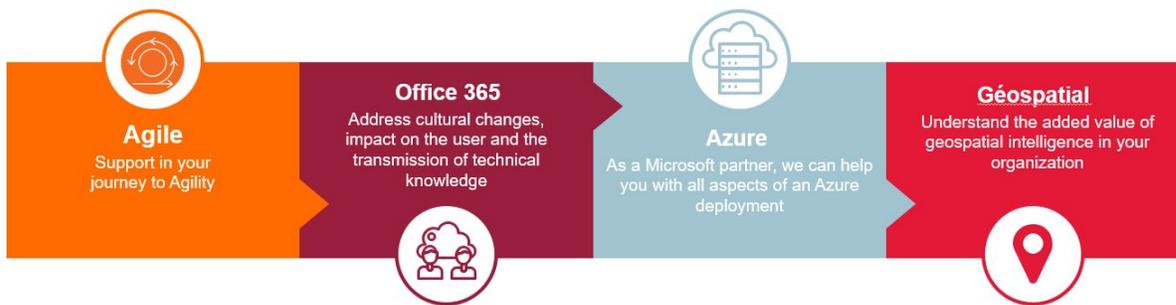


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# Quebec City Training Offering

Training by practitioners for professionals



+ 30 experienced practitioner trainers, including 7 SAFe certified trainers  
+ 60 courses in the catalog including training and workshops



# Agile Training Sessions



## 1 OUR AGILE TRAINING COURSES

The Agile Centre of Excellence provides useful and convenient Agile training services that go beyond theory to provide participants with the knowledge and skills required to successfully assume their position inside agile development teams.

Whether you are a senior manager, manager, architect, developer, analyst, team leader, project manager or a customer of an information technology (IT) team, we are fully dedicated to your agility!

This document provides an overview of our training portfolio. Please do not hesitate to register, these courses were designed to help you!

Our approach is based on the best standards in the industry. We favor short 2 to 3 hours blocks including prior readings and homework. This approach allows you to configure your own tailor-made route in order to adapt to your schedule.

We can also combine our training blocks with online co-development sessions with our expert coaches.



## 1.1 Introduction to Agile Development Methods

**LEVEL:** Beginner  
**DURATION:** 1 day  
**VARIANT:** 2 to 3 half day blocs

This course is an introduction to agile principles in developing and maintaining software solutions. It is designed to provide participants with a good understanding of the foundation of these approaches, as well as an overview of various associated methods and techniques.

### PREREQUISITE

This training session is open to all.

### GOALS

At the end of this session, the participant will be able to:

- Explain the basics of Agile principles.
- Share a common definition and vocabulary of agility.
- Understand Scrum and kanban mechanics:
  - Positions inside an agile team.
  - Product backlog and the role of the product owner
  - Team dynamics and self-organization
  - Information radiators and team boards
- Join agile work teams.
- Be mindful of the key impacts of adopting agility for an organization.

## 1.2 Introduction to BDD

**LEVEL:** Beginner  
**DURATION:** 1 day  
**VARIANT:** 2 to 3 half day blocs

This course aims at defining behaviour-driven development (BDD) and why it should be used. It is also intended to define functional requirements with specifications and examples, structure them using user stories, and proceed with iterative development. BDD is designed to improve the definition of functional requirements and enhance communication quality to maximize the business value of the products delivered by the development team.

### PREREQUISITE

Participants should be familiar with the Agile methodology.

This course is intended for:

- Functional analysts
- Developers
- Functional architects
- Software architects

### GOALS

At the end of this session, the participant will be able to:

- Describe BDD, its content and why it should be used.
- Define functional requirements with specifications and examples.
- Structure requirements with user stories and iterative development.
- Improve communication to maximize the business value of products delivered by the development team.

## 1.3 Project Management 3.0: Delivering with Agile

**LEVEL:** Intermediate  
**DURATION:** 2 days  
**VARIANT:** 4 to 5 half day blocs

During this course, participants will learn about the various concepts of agile project management by experimenting with a real project planning case study.

### PREREQUISITE

Participants should be familiar with the Agile methodology.

This course is intended for:

- Project managers
- Managers

### GOALS

At the end of this session, the participant will be able to:

- Understand agile planning strategies.
- Be familiar with the role of agile project manager.
- Define an agile project and delivery plan.
- Adequately monitor the progress of an agile project.
- Experiment with an agile-oriented framework and dynamic team.
- Associate practices and tools with PMBOK's knowledge areas at each stage of the project cycle.
- Assess the progress of an agile project in terms of value-driven management.

## 1.4 Agile-Lean Portfolio Management

<b>LEVEL:</b>	Intermediate
<b>DURATION:</b>	2 days
<b>VARIANT:</b>	4 to 5 half day blocs

The reason for agile-lean portfolio management is simple: traditional portfolio management methods can impede the value stream and innovation inside a business. They are not suited to a global economy and the impact of technology disruption. This new reality spurs businesses to work with a high uncertainty level while also having to come up with innovative solutions in a shorter time frame. Still, inherited methods persist.

During this course, participants will learn the new role of the project management office in an agile-lean organization and how to redefine their services value in managing investments.

### PREREQUISITE

Participants should be familiar with the Agile methodology.

This course is intended for:

- Project managers
- Product owners
- Managers

### GOALS

Increase your value: implement a modern and agile project management office. Support the organization in its path toward scaled agility and a lean budget management of the investment plan.

At the end of this session, the participant will be able to understand:

- Project management in an agile environment.
- The role of an agile-lean project management office.
- Strategic alignment, prioritization and value-driven management.
- The use of incremental planning.
- Agile-lean monitoring and reporting tools.
- How to support agile project managers.
- How to maximize value delivery.
- The transition of a project management office to an agile-lean portfolio management office.

## 1.5 Preparation for the Role of Agile Leader: Understanding Agile-Lean Performance

<b>LEVEL:</b>	Beginner
<b>DURATION:</b>	1 day
<b>VARIANT:</b>	2 to 3 half day blocs

This course introduces key guidelines and governance strategies used in an agile work organization. It will answer questions regarding the use of agile-lean methods to gain a common understanding.

### PREREQUISITE

There is no prerequisite for this training session. It is intended for managers.

### GOALS

At the end of this session, the participant will be able to:

- Demystify Agile-Lean performance management to address more and more changing, stringent and sophisticated requirements.
- Specify the required adaptations to current less efficient (traditional) models and the means to achieve an agile-lean vision.
- Bring managers toward a shared vision of agility, which will lead to new opportunities for the organization.
- Allow managers to speak with ease of agility and share their vision in a consistent way.
- Promote better overall adherence to the adaptation and change process.

## 1.6 Being an Agile Leader

**LEVEL:** Intermediate  
**DURATION:** 1 day  
**VARIANT:** 2 to 3 half day blocs

In this course, the manager will have the opportunity to reexamine some of his traditional management reflexes that could prove to be counter-productive in an agile environment.

This training session is focused on concepts, tools and reference material to help managers assume efficient leadership with their employees and partners in light of today's new performance and adaptability challenges and their role as an agent of change to build tomorrow's agile organization.

### PREREQUISITE

Participants must have completed the Preparation for the Role of Agile Leader course or a similar agility introductory course, such as Introduction to Agile Development Methods.

### GOALS

At the end of this session, the participant will be able to understand:

- The new role of managers toward their employees (managers, self-organized teams or collaborators).
- Behaviours and reflexes to adopt (compared to traditional PODC methods).
- The winning mindset for the leader-coach.
- Myths to debunk regarding agile management.

## 1.7 Experiencing Agile Change

**LEVEL:** Intermediate  
**DURATION:** 1 day

Challenges of the 21st century mostly revolve around the organizations' ability to address changes with an agile mindset. Being agile means coping with an accelerated pace, adopting new landmarks while preserving peace of mind in these busy environments. Only through people's adherence and commitment will transformations come to fruition and create the desired value. CGI invites you to a rich and unique learning experience. You will gain practical and valuable tools and methods that will benefit your organization.

### PREREQUISITE

None

### AUDIENCE

- Managers
- Employees involved in their organization's transformation
- Change management consultants

### GOALS

At the end of this session based on an experiential approach, the participant will be able to:

- Identify change impacts for him/her, as an individual
- Unravel the roles of employees and managers in the transformation
- Use practical tools to prepare employees and managers to experience change
- Identify new methods to improve understanding and make the changes more transparent;
- Maximize agile levers to promote change adherence and ownership.

## 1.8 Preparation for the Role of Scrum Master

<b>LEVEL:</b>	Beginner
<b>DURATION:</b>	2 days
<b>VARIANT:</b>	4 to 5 half day blocs

This course covers Scrum theory and its application in your work environment. It features principles, processes, roles and rules associated with the Scrum framework. The trainer will work with participants to determine ways of integrating the concepts learnt into their daily work, while also thoroughly exploring notions covered in the class.

### PREREQUISITE

This course is intended for agile practitioners who:

- Want to strengthen their expertise and experience in Scrum.
- Currently act as Scrum masters and want to obtain a recognized certification.
- Were introduced to Scrum and are about to fulfil the position of Scrum master in their organization.

Participants shall have:

- Studied the Scrum Guide.
- Acquired a thorough knowledge of Scrum.
- Taken part in software development.
- Read a book on Scrum.

### GOALS

At the end of this session, the participant will be able to:

- Understand principles, processes, roles and rules associated with the Scrum framework.
- Identify ways of integrating the concepts learnt in their work environment.
- Defining a Scrum implementation plan for their organization.
- Confidently take the exam leading to the Professional Scrum Master I (PSM I) certification.

## 1.9 Preparation for the Role of Product Owner

**LEVEL:** Beginner  
**DURATION:** 1 day  
**VARIANT:** 2 to 3 half day blocs

This hands-on training prepares the product owner to assume his or her function and to face upcoming challenges and opportunities.

### PREREQUISITE

This course is intended for product owners, members of the product owner's team, product managers, and business managers.

The participant shall have:

- Completed an introductory course to Agile and Lean concepts.
- Read the Scrum Guide.
- Learnt notions related to the product life cycle.
- Acquired business architecture, business analysis or need gathering notions.

### GOALS

At the end of this session, the participant will be able to:

- Deepen his or her knowledge of Agile, Lean, and Scrum principles.
- Identify the product owner.
- Identify members of the PO's team.
- Understand the role of PO on a small and large scale.
- Learn and adapt continuously.
- Articulate requirements: vision, functionality, user stories, acceptance tests, and definition of "completed".
- Know how to correctly organize product backlog items.
- Understand the notion of last responsible moment decisions.
- Define the product vision with a prioritized product backlog.
- Define the requirements' business value and their sequencing.
- Differentiate between business and technical needs.
- Validate: complete an item generating value during the sprint, define acceptance criteria and specify the notion of "completed".
- Track the progress of the product backlog completion.
- Plan deliveries.
- Assess product increments.
- Interact with customers and external stakeholders.
- Determine the cost of a project.

## 1.10 The Art of Leading the Agile Retrospective

**LEVEL:** Beginner  
**DURATION:** 1 day  
**VARIANT:** 2 to 3 half day blocs

The twelfth principle of the Agile Manifesto specifies that, at regular intervals, the agile team reflects on how to become more effective, then tunes and adjusts its behaviour accordingly. The retrospective is a key agile ceremony that enables the team to achieve a higher level of performance. Nonetheless, it should be led properly.

This hands-on training prepares team leaders (Scrum masters, team leaders, technical leads, agile project managers) for the facilitation of meetings, in order to get the most from participants during retrospectives.

Participants will also obtain reference material that in turn can be used to participate in more workshops. They will also get useful tips from real-life situations.

### PREREQUISITE

This course is intended for people who will have to lead retrospective and post-mortem meetings (Scrum masters, team leaders, technical leads agile project managers) in an agile project.

The participant shall have:

- Completed introductory training to Agile and Lean.
- Studied the Scrum Guide.

### GOALS

At the end of this session, the participant will be able to:

- Properly structure a meeting.
- Assume the role of retrospective facilitator.
- Learn techniques and tools to improve team work and provide guidance to the team.
- Facilitate several types of workshops.

## 1.11 Launching an Agile Project

**LEVEL:** Advanced  
**DURATION:** 2 days  
**VARIANT:** 4 to 5 half day blocs

This course combines theory and hands-on exercises, during which participants will experience the launch of an agile project to help them master the ways of doing and being during this critical phase.

This hands-on course aims to prepare teams for project preparation, development and transition iterations.

### PREREQUISITE

Participants should be familiar with the Agile methodology.

This course is intended for:

- Product owners
- Architecture owners
- Architects and experts
- Managers
- Developers

### GOALS

At the end of this session, the participant will be able to:

- Prepare and lead a sprint 0.
- Create the initial backlog.
- Define a high-level architecture vision to balance anticipation and adaptability.
- Define positions inside the team.
- Estimate efforts related to a product backlog.
- Develop a delivery plan.

## 1.12 Implementing a Kanban Team

**LEVEL:** Beginner  
**DURATION:** 1 day  
**VARIANT:** 2 to 3 half day blocs

This course is focused on the implementation of the kanban development method in your team in an efficient, flexible, and service-oriented manner. The session combines theory and hands-on exercises by going over agile methodology fundamentals with study cases tailored to the participants. Participants will then be able to launch a kanban initiative in their work environment, and apply those principles.

### PREREQUISITE

This training session is open to all and has no specific prerequisites.

### GOALS

At the end of this session, the participant will be able to:

- Know the principles supporting Lean and Agile.
- Know the basic concepts of Kanban.
- Use a kanban board.
- Review kanban roles.
- Be familiar with kanban events and paces.
- View kanban board examples.
- Build a kanban team.
- Know the steps to create a kanban board.
- Lead the transition to Kanban.

## 1.13 Managing Agile Requirements

<b>LEVEL:</b>	Beginner
<b>DURATION:</b>	2 days
<b>VARIANTS:</b>	4 to 5 half day blocs

The product backlog is the only way to communicate needs between the customer and the development team. It is used for sharing the user needs and the items to be developed, and tracking their development. A well-managed backlog is a critical factor of success. This course was designed to teach stakeholders how to manage the backlog and how to maximize their return on investment (ROI) and optimize the total cost of ownership.

### PREREQUISITE

Participants should be familiar with the Scrum methodology, but do not need to be experts. We recommend reading the Agile Manifesto and the Scrum Guide.

This course is intended for:

- Project managers
- Product owners
- Developers
- Architecture owners

### GOALS

At the end of this session, the participant will be able to:

- Understand the impact of agile principles and values on the management of requirements.
- Understand the impact on their position and the connections with the role of product owner.
- Gather and manage project requirements using a product backlog.
- Use requirement management techniques and artifacts that promote agility.
- Specify the needs to ensure the product delivered meets expectations.
- Define the needs' business value and their sequencing.
- Explain acceptance and validation processes for the developed solution.

## 1.14 Test-Driven Development (TDD)

**LEVEL:** Beginner  
**DURATION:** 1 day  
**VARIANT:** 2 to 3 half day blocs

In this course, participants will experiment with test-driven development (TDD) by developing real features with the TDD cycle.

TDD is an efficient and easy to grasp design technique; however its application in your daily work can be difficult.

The main objective of this training session is to provide the means to master these development methods by developing real features and a reliable, robust and, most of all, flexible code. This workshop combines theory and hands-on exercises (a concrete case study will be developed) to the facilitator's experience who has been actively involved in the implementation of agile engineering processes and practices in multiple development teams.

This session is part of a series including the following courses:

1. Test-Driven Development (TDD)
2. Test-Driven Development (TDD) – Advanced

### PREREQUISITE

This course is intended for developers and software architects.

A knowledge of object-oriented programming and automated unit testing is required.

### GOALS

At the end of this session, the participant will be able to:

- Know the basics and motivations behind test-driven development.
- Understand the test-driven development cycle.
- Know best practices for designing unit tests.
- Develop by cutting off from external dependencies using mocks.
- Know the basics and motivations for code refactoring.
- Perform continuous compilation.
- Design efficient tests with an xUnit tool.
- Generate a robust, reliable and flexible code.
- Understand the impact of tests on the software design and development.

## 1.15 Test-Driven Development (TDD) – Advanced

<b>LEVEL:</b>	Advanced
<b>DURATION:</b>	2 days
<b>VARIANT:</b>	4 to 5 half day blocs

This course will allow participants to deepen their knowledge of TDD techniques. It consists of formal presentations, case studies or hands-on exercises, and discussions between participants.

The main goal is to further master TDD techniques by going beyond the application of basic concepts. TDD can be difficult to apply on a daily basis, especially in complex cases. Over time, strategies should be implemented to not only simplify the code of our systems, but also our test code, which becomes a major asset with time.

This course combines theory and hands-on exercises to the facilitator's experience.

This session is part of a series including the following courses:

1. Test-Driven Development (TDD)
2. Test-Driven Development (TDD) – Advanced

### PREREQUISITE

This course is intended for developers and software architects.

A knowledge of object-oriented programming and automated unit testing is required.

The participant shall have completed the Test-Driven Development training course.

### GOALS

At the end of this session, the participant will be able to:

- Use mocks/stubs with TDD.
- Refine their TDD and unit test techniques.
- Use techniques and tools to support the test code.
- Integrate tests into legacy code.
- Know various strategies to ensure the health of automated tests.

## 1.16 Agile Modelling and Architecture

**LEVEL:** Intermediate  
**DURATION:** 2 days  
**VARIANT:** 4 to 5 half day blocs

The implementation of agility and best practices disrupts the role of architects. However, this role has never been more important, as the success of the project relies largely on them. Architecture should reflect the three key pillars of agility: transparency, introspection, and adaptation. This is why it is essential for architects to put in place winning conditions, in order to maximize the project's chances of success.

Whether through simulations or hands-on exercises, participants will work as a team on a real case study and conduct a series of steps to apply all the essential knowledge a software architect should have.

### PREREQUISITE

In addition to a good understanding of Scrum principles and their application, participants should be comfortable with the following concepts and technologies: software architecture, functional architecture, application life cycle, use cases, Visual Studio 2012 and above, unit tests, C# or VB.Net.

### GOALS

At the end of this session, the participant will be able to:

- Explain the fundamentals of an agile software architecture:
  - Application layers
  - Main architectural thrusts
  - Support of constant changes (scalability)
  - Architect role and leadership
  - The importance of non-functional requirements
  - Principles to apply and pitfalls to avoid
- Identify and implement good software engineering practices, such as:
  - Continuous integration
  - Continuous deployment
  - DevOps
  - Automated tests
- Communicate and visualize the architecture at different levels:
  - Vocabulary
  - Documentation
  - Schema

## 2 OUR PORTFOLIO OF AGILE TRAINING COURSES WITH CERTIFICATION

## 2.1 SAFe® – Leading Safe

<b>LEVEL:</b>	Intermediate
<b>DURATION:</b>	2 days
<b>VARIANTS:</b>	4 half day blocs

This training course aims at enabling participants to take part in the implementation of SAFe® governance and execution standards, which primarily modify the values, principles, methods and indicators with which innovation programs are managed in a collaborative mode.

### PREREQUISITE

This training session is open to all. However we would advise participants to have:

- Experience in software development, tests, business analysis, and product or project management.
- Knowledge of agile methods.

### GOALS

At the end of this session, the participant will be able to:

- Understand the presentation of the Scaled Agile Framework (SAFe).
- Become a lean-agile leader.
- Build a team and technical agility.
- Experiment with program increment (PI) planning.
- Deliver on demand with DevOps.
- Design lean business and system solutions.
- Apply lean portfolio management.
- Lead the transformation.

This course covers the key concepts of incremental planning and budgeting, and development sequencing based on inter-team synchronization instances. It demonstrates how a collaborative model such as SAFe® can generate more velocity, quality, delivered value, and collective commitment. It also specifies program-solution-product governance through value streams, as well as the integration of architecture standards into the delivery backlog.

This course allows participants to be well prepared for the SAFe® Agilists certification exam.

## 2.2 SAFe® for Teams

**LEVEL:** Beginner  
**DURATION:** 2 days  
**VARIANT:** 4 half day blocs

With this course, participants will develop the necessary skills to become a member of the highly efficient Agile Release Train (ART) team. They will learn to efficiently work with other teams by becoming SAFe® 4 specialists. During this 2-day training session, participants will gain a thorough understanding of the ART, its value and how to successfully assume their position with Scrum, Kanban and XP.

Participants will learn how to write stories and break down specifications, plan and conduct iterations, and plan program increments. They will be introduced to the continuous delivery pipeline and the DevOps culture, and will learn how to successfully integrate into other program teams and continuously improve the train.

### PREREQUISITE

This training session is open to all. However participants should:

- Be familiar with agile principles and concepts.
- Have Scrum, Kanban and XP notions.
- Have experience in software development.

### GOALS

At the end of this session, the participant will be able to:

- Apply lean and agile concepts.
- Understand the role of teams during the deployment of a SAFe® program.
- Understand key roles and their connection with the SAFe® train (ART, *Agile Release Train*).
- Understand iteration processes: planning, fulfilment, and value demonstrations.
- Participate in increment planning (PI planning).

This course allows participants to be well prepared for the SAFe® Practitioner certification exam.

## 2.3 SAFe® Scrum Master

**LEVEL:** Beginner  
**DURATION:** 2 days  
**VARIANT:** 4 half day blocs

This course lays the foundation for the role of Scrum master in a SAFe® environment. It is used to prepare Scrum masters to put their skills as a coach and leader at the service of the team in a SAFe® environment, to play a key role in the implementation of the Scaled Agile Framework, and to support Scrum teams in their effort to deliver business value.

### PREREQUISITE

This training session is open to all. However participants should:

- Be familiar with agile principles and concepts.
- Have Scrum, Kanban and XP notions.
- Have experience in software development.

### GOALS

At the end of this session, the participant will be able to:

- Work in Scrum mode in a SAFe® framework.
- Identify the specific characteristics of the Scrum master's role.
- Experiment with program increment planning (PI Planning).
- Support the iteration process.
- Carry out program increments.
- Coach agile teams.

This course allows participants to be well prepared for the SAFe® Scrum Master (SSM) certification exam.

## 2.4 SAFe® Advanced Scrum Master

**LEVEL:** Intermediate  
**DURATION:** 2 days  
**VARIANT:** 4 half day blocs

This session prepares current Scrum masters to further assert their leadership during the implementation of a SAFe® program. Participants will be asked to build on the knowledge already acquired in software engineering practices, architecture and scaled DevOps. This new set of skills will allow participants to act as a facilitator for value delivery and exchanges with architects, product owners, and program stakeholders.

### PREREQUISITE

This training session is open to all. However participants should have the following certifications:

- SAFe® 4 Scrum Master (SSM)
- Scrum Master (CSM)
- Professional Scrum Master (PSM)

### GOALS

At the end of this session, the participant will be able to:

- Understand the role of the Scrum master inside a SAFe® organization.
- Act as a facilitator during the execution of a program.
- Increase the value flow with Kanban and XP concepts.
- Build and support performing teams.
- Support the learning loop in a SAFe® program (Inspect and adapt).

This course allows participants to be well prepared for the SAFe® Advanced Scrum Master (SASM) certification exam.

## 2.5 SAFe® Product Owner/Product Manager

**LEVEL:** Beginner  
**DURATION:** 2 days  
**VARIANT:** 4 half day blocs

This 2-day training session aims to help participants understand the techniques and tools used in the preparation of a product or program backlog in a SAFe® context. Participants will be introduced to value-based prioritization practices and will develop key skills for program increment preparation and fulfillment. With a thorough understanding of a SAFe® train (Agile Release Train) operation, participants will have on hand all the tools necessary to maximize the delivery of value.

### PREREQUISITE

This training session is open to all. However participants should:

- Have completed the Leading SAFe® course.
- Have experience working in a SAFe environment.
- Be familiar with Lean and Agile.

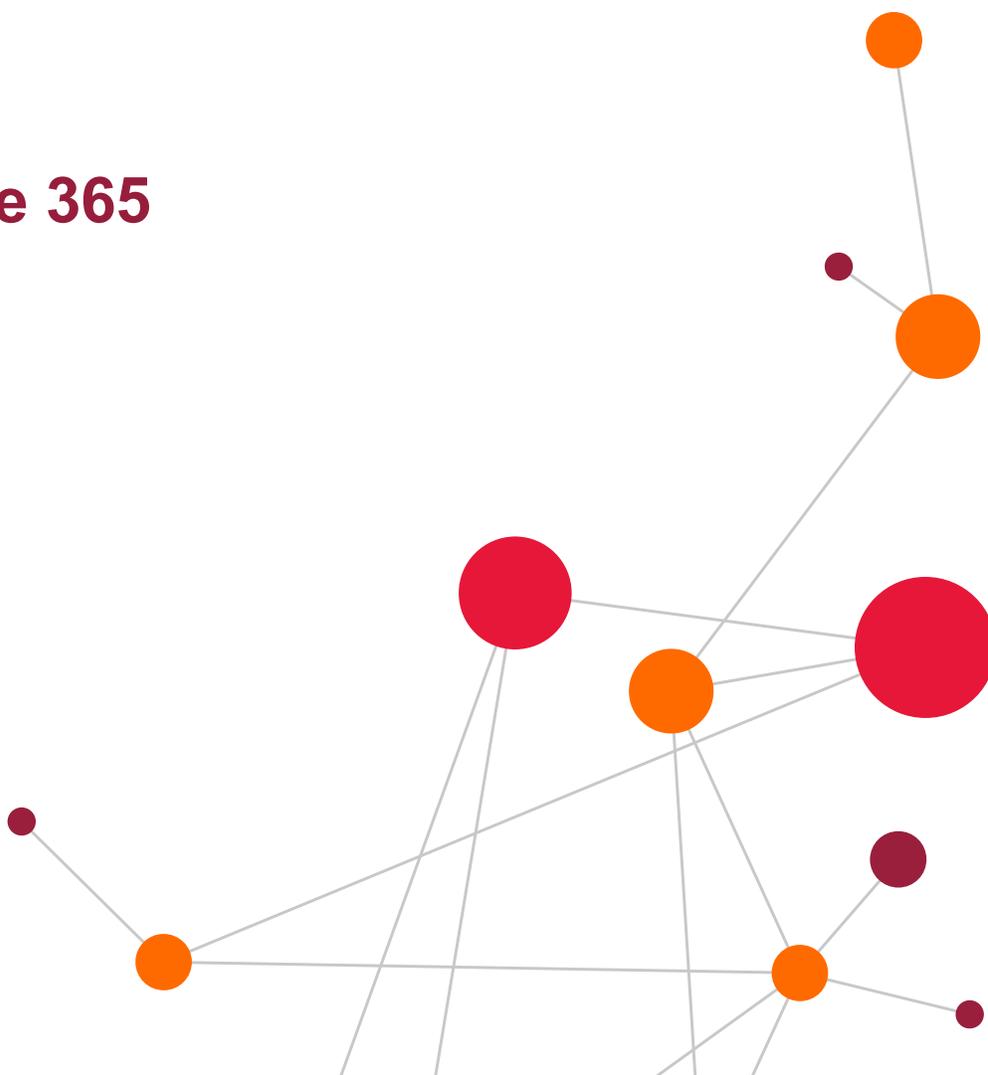
### GOALS

At the end of this session, the participant will be able to:

- Apply SAFe® in the organization.
- Work together with the lean portfolio management team.
- Conduct the ongoing exploration activities required for the preparation of the product backlogs used during program increment planning (PI planning).
- Act as a product owner or program owner in a SAFe® train.

This course allows participants to be well prepared for the SAFe® Product Owner/Product Manager (POPM) certification exam.

# Office 365



### 3 OUR OFFICE 365 TRAINING COURSES

Activating an Office 365 service in an organization is fairly straightforward. However, managing this change with users and operators to achieve a successful deployment can be more challenging.

CGI firmly believes the deployment of Office 365 services should be focused on change management, rather than technology. Guidance from change management experts significantly contributes to the success of the project and the adoption of services by users and operators. Based on our experience, we have found that effective change management increases user ownership and adoption rates.

CGI offers typical change management activities for all Office 365 services, including Exchange® Online, SharePoint® Online, Teams, OneDrive®, ProPlus, Delve®, Power Automate, Planner, Yammer®.

CGI's Office 365 Centre of Excellence has more than 40 technical and change management experts working in its Quebec City and Montreal offices. It is also supported by a network of professionals located in several countries around the world. Our centres of excellence are a key component of CGI's global offering. Furthermore our Office 365 Centre of Excellence can rely on a pool of change management consultants, including a dedicated team.

	Gold Productivité cloud
	Gold Messaging
	Gold Collaboration et Contenu
	Gold Security
	Gold Gestion de la mobilité d'entreprise



## 3.1 Collaborative Work with Office 365

**LEVEL:** Beginner  
**DURATION:** 1 day

In order to ensure an effective adoption of the new Office 365 tools, it is essential for end users to have a clear understanding of the full range of features available.

This training session is intended to help users become familiar with this new environment by guiding them through the different tools available in the Office 365 suite in order to deliver a better collaborative work experience and maximize adoption in your organization.

### PREREQUISITE

This training session is open to all.

### GOALS

At the end of this session, the participant will be able to understand the following concepts:

- introduction to collaborative work
- create groups with Office 365 tools
- efficient communication with Office 365 tools
- use Teams
- use SharePoint
- use Exchange
- information sharing solutions
- collaborate and co-author documents
- plan meetings
- plan meetings with Outlook
- plan meetings with Teams
- manage tasks:
  - with Planner
  - with Outlook
- use OneDrive

## 3.2 Introduction to Microsoft Office 365

**LEVEL:** Beginner  
**DURATION:** 1 day

Learning to use all the new tools available in the Office 365 suite can be challenging for some people. This course was designed as an introduction to the various products, including how to use them and what their specificities are.

### PREREQUISITE

This training session is open to all.

### GOALS

At the end of this session, the participant will be able to:

- understand cloud computing concepts
- understand key concepts and services in Microsoft Office 365
- understand security, privacy, trust and compliance concepts in Microsoft Office 365
- understand pricing and support in Microsoft Office 365

# Azure



## 4 OUR MICROSOFT AZURE TRAINING COURSES

Our partnership with Microsoft enables us to support you in all aspects of an Azure deployment.

Our trainers, many of whom are certified by Microsoft, all have practical experience in the implementation of Azure solutions. Based on their hands-on expertise, they are able to share knowledge that comes not only from theory, but above all from practice. Having already experienced all the challenges, they will be able to provide valuable knowledge during these training sessions.



## 4.1 Introduction to Azure Services

**LEVEL:** Beginner  
**DURATION:** 2 days

This 2-day course aims at introducing cloud computing concepts and presenting the main services available in Microsoft Azure.

### PREREQUISITE

This training session is open to all.

### GOALS

At the end of this session, the participant will be able to:

- understand cloud computing concepts
- become familiar with key Microsoft Azure services
- understand security, privacy, trust and compliance concepts in Microsoft Azure
- understand pricing and support in Microsoft Azure

## 4.2 Azure for Administrators

**LEVEL:** Beginner  
**DURATION:** 4 days

This course aims at mastering cloud services used in various areas of system administration. Participants will be able to manage storage, security, networking, and computation features in Microsoft Azure.

### PREREQUISITE

Be familiar with cloud computing concepts and system administration.

### GOALS

At the end of this session, the participant will be able to:

- manage resources and subscriptions in Microsoft Azure
- manage storage in Microsoft Azure
- manage virtual machines in Microsoft Azure
- manage virtual networks in Microsoft Azure
- manage identities in Microsoft Azure

## 4.3 Azure for Technical Architects

**LEVEL:** Intermediate  
**DURATION:** 5 days

This 5-day course is specifically designed for technical architects who will have to implement Microsoft Azure services.

They will gain a good understanding of Microsoft Azure's capacity to help them guide and translate business needs into secure, scalable and reliable solutions.

### **PREREQUISITE**

Participants must have good Microsoft Azure administration or Microsoft Azure development skills.

### **GOALS**

At the end of this session, the participant will be able to:

- deploy and configure infrastructure in Microsoft Azure
- understand security and how to implement Microsoft Azure
- create and deploy applications in Microsoft Azure
- implement authentication and data security into Microsoft Azure
- manage storage in Microsoft Azure

# Geospatial Intelligence



## 5 OUR GEOSPATIAL INTELLIGENCE TRAINING COURSES

Our training courses are designed for decision makers and professionals to help them better understand the added value of geospatial intelligence in their organizations. They are intended to develop the skills needed to manage geospatial data more effectively, optimize analysis methods and streamline the time-to-market of new geospatial intelligence applications. The main topics covered are:

- managing geospatial data with cloud solutions and big data
- automating geo-referencing and real-time, on-site analysis
- implementing a corporate platform and a knowledge centre

Our professionals can also design customized training and skills development plans to support the transformation of your organization.

## 5.1 Geospatial Portfolio Management

**LEVEL:** Intermediate  
**DURATION:** 1 or 2 days

Geospatial data is continuously generated by the operations of businesses in various industries, but is seldom used to provide value or useful information. This is an excellent opportunity to increase geospatial intelligence in organizations seeking to maximize the value and use of geo-location in their business processes.

During this course, participants will learn the new role of a geospatial portfolio manager in an Agile-Lean organization and how to redefine the value of their services in order to maximize their current and future investments. This new role is also related to the managers of skill/expertise centres.

### PREREQUISITES:

- Have basic knowledge of Agile-Lean concepts
- Be familiar with the concepts of geospatial applications, map data and corporate data management
- Have a background in strategic planning and work organization for a multidisciplinary team

### GOALS:

At the end of this session, the participant will be able to:

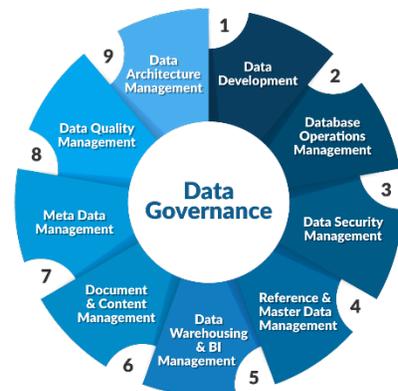
- understand how an expertise centre can transform the organization's processes
- manage a geospatial portfolio in an Agile-Lean environment
- ensure the strategic alignment, prioritization and management of value and knowledge
- use and implement incremental planning
- use Agile project tracking and reporting tools
- support agile project managers
- know how to maximize value delivery
- transition from an expertise centre to an Agile-Lean portfolio

The proposed educational approach includes lectures, theoretical examples, and demonstrations as part of workshops facilitated by a trainer. Participants must bring writing material to take notes and we ask that cell phones be left at the door.

## 5.2 Geospatial Data Governance

**LEVEL:** Intermediate  
**DURATION:** 3 days

Geospatial data governance is complementary to the various data governance activities, but is specific enough to be addressed in depth. Data governance is a management concept that addresses an organization's capacity to deliver high quality data throughout its lifecycle. Geospatial data has specific data quality criteria (e.g. accuracy, precision, and resolution) that are usually not accounted for in corporate data governance strategies. Key areas of geospatial data governance include: data availability, accessibility, usability, consistency, integrity, and security. Sound governance of geospatial data is one of the key success factors of geographic information systems and associated technologies.



This course is designed to provide participants with the knowledge and skills required to understand geospatial data governance, its specificities, and the strategies that should be implemented to ensure that geospatial data is used to its full potential. It is intended to identify and understand the processes required to ensure sound and effective management of corporate geospatial data, and accountability for the negative impacts of poor data quality on decision-making.

### PREREQUISITES:

- Have a good understanding of geographic information systems and the associated technologies
- Have basic knowledge of different types of database formats, big data, corporate data management and knowledge management
- Be familiar with data governance, including metadata management, document management, master data, business intelligence and data quality

### GOALS:

At the end of this session, the participant will be able to:

- understand how to define a geospatial governance strategy
- understand quality criteria that are specific to geospatial data
- acquire basic skills to perform geospatial data governance
- gain skills in change management and user service delivery
- gain skills in priority management and have a long-term view of investments

The proposed educational approach includes lectures, theoretical examples, and demonstrations as part of workshops facilitated by a trainer. Participants must bring writing material to take notes and we ask that cell phones be left at the door.

## 5.3 Implementation of a Geospatial Centre of Excellence

**LEVEL:** Advanced  
**DURATION:** 2 days

The mission of a Geospatial Centre of Excellence is to provide its users and partners with technical leadership and expertise in geospatial technologies such as: geographic information systems (GIS), geospatial business intelligence (GeoBI), development of geospatial applications for lines of business, corporate system integration, and development and deployment of mobile, web and desktop applications.

This course is intended for managers of public or private organizations who want to offer or enhance their service offering and expand their client base. It therefore aims at providing participants with the knowledge required to establish a geospatial centre of expertise or centre of excellence in their organization.

### PREREQUISITES:

- Have basic knowledge of geospatial technologies
- Have basic knowledge of geospatial services
- Be familiar with spatial statistics, map coordinates, and quality issues related to geospatial data
- Be interested in new technologies, work organization and organizational transformation.

### GOALS:

At the end of this session, the participant will be able to:

- identify key components and models needed to implement a centre of excellence
- apply methods to determine organizational maturity and strategies to create a roadmap for the implementation of a geospatial centre of excellence
- have the skills required to implement and maintain the centre
- manage customer and partner relationships and assets
- have change management strategies

The proposed educational approach includes lectures, theoretical examples, and demonstrations as part of workshops facilitated by a trainer. Participants must bring writing material to take notes and we ask that cell phones be left at the door.

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