

## Project Management in Purchasing

*Updated 15/12/23*

### TRAINING OBJECTIVES

- Discovering PM basics and theory
- Work in “project mode” on all tasks
- Work cross-functionally
- Align the PM vocabulary in the team

### TARGETED SKILLS

- Project Management

### TRAINING PROGRAM

#### Day 1 – 7h

- Fundamentals and project environment
  - Definitions, reference organizations
  - The three levels of intervention in a project
  - Typology and phasing of projects
  - The golden triangle of project management
- The beginning of the project
  - Identify stakeholders
  - Formalize the objectives
  - Write the framework note
  - The typical organization of a project
  - The creation of a team
  - Role and missions of the project manager
  - Project organization chart
  - The project kick-off meeting
- Writing a project plan, a WBS and creating a budget
  - The planning process
  - The product tree and WBS
  - Cost and time management
  - Schedules: PERT, GANTT, concept of critical path, margins
  - Resource allocation

## Day 2 - 7h

- Risk Management
  - The risk management process
  - Identify and assess risks
  - Monitoring methods.
- Transversal management and human dimension
  - The principles of transversal management
  - Contribution interviews
  - Differentiate between different management styles
  - Understand the motivations of the actors
  - Consider the relational aspects
- Follow-up, reporting and end of the project
  - Set up project reporting - Dashboards
  - Use reporting tools: activity report, progress report, Steering Committee
  - The balance sheet of the project/capitalization

## OUR TRAINER

Jean Luc Jarry

Expert in project management and purchasing

## PERFORMANCE LEVEL

- Number of trainees having followed the training in 2023 : 7
- Attendance rate : 100%
- Trainee satisfaction rate: 100%

## CONTACT

FG LEARNING (First Group) 63 avenue de Villiers, 75017 Paris 01.80.06.94.00

Mail : [contact@firstgroup.fr](mailto:contact@firstgroup.fr)

Lien direct accessible depuis le site internet de l'organisme de formation :  
<https://www.fglearning.fr/>