

Project Management in Purchasing

Updated 15/12/23

PRE-REQUISITE

Working in the Purchasing, Supply or Quality Team

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

EVALUATION AND FOLLOW-UP METHODS

Preliminary questionnaire

Training evaluation questionnaire

OUR TRAINER

Jean Luc Jarry

Expert in project management and purchasing

LOCATION, TRAINING ROLL-OUT AND DURATION

- Training that lasted : 2 days or 14 hours
- Face to face training in the client's premises

ACCESS FOR PEOPLE WITH DISABILITIES

In order to ensure effective access to trainings to persons with disabilities, please contact us for any adaptation that could be needed.

Our referent is Léa MENAGER, +33 7 62 50 71 95 [lmenager@fglearning.fr](mailto:lmenger@fglearning.fr)

PERFORMANCE LEVEL

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

CONTACT

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