

Theme: Procurement/Purchasing

Course: **PROJECT MANAGEMENT FOR PROCUREMENT PROFESSIONALS**



Dates of first - last class:

In **English**: 18 - 25 November 2025

In **French**: 28 October - 04 November 2025

General information

◆ Aim of the course

To acquire a solid practice of project management and to apply it to procurement related projects such as New product Development, Capex, Strategic sourcing, procurement policies, Transformation.

◆ Learning goals

- Develop a comprehensive understanding of a project management conceptual framework and toolkit to effectively initiate, plan and manage projects in the procurement function field
- Understand how to plan for a project
- Analyse stakeholders to the project and prepare an engagement plan to facilitate project outcome adoption
- Analyse project risks and mitigation plans
- Preparing milestones and supportive documentation
- Anticipate and resolve project management issues.

◆ Audience

Any procurement function professional.

◆ Prerequisites

- A good command of English or French
- Have the necessary [technical equipment](#) to follow online courses.

Programme details

I. Launch webinar - 1 hour

- Discovering the learning journey and the project initiation sheet
- Sharing expectations
- Introduction to the group.

II. Pework - Est. duration: 1 hour

- 1 e-module on project management basics
- Documenting a project using the project initiation sheet
- Get buying from management on the PIS

III. Webinar # 2 - 3 hours

- Importance of project management in procurement
- Different types of project approaches and practical implications
- Initiating a project: detailing goals, objectives, scope and deliverables
- Activity: Project initiation sheet presentation and peers' discussion
- Identifying and analysing stakeholders using the stakeholders' matrix
- Drafting a stakeholder engagement & communication plan
- Choosing a governance model for a project.

IV. Webinar # 3 - 3 hours

- Intersession implementation review
- Develop a Work breakdown structure and identifying the project critical path
- Activity: draft a wbs for a chosen project
- Using RACI model to assign roles to project participants
- Activity: draft a RACI chart for a chosen project
- Project risks analysis and mitigation actions
- Preparing milestones and deliverables
- Building a project dashboard and piloting progress.

V. Webinar # 4 - 3 hours

- Intersession implementation review
- Develop a Work breakdown structure and identifying the project critical path
- Activity: draft a wbs for a chosen project
- Using RACI model to assign roles to project participants
- Activity: draft a RACI chart for a chosen project
- Project risks analysis and mitigation actions
- Preparing milestones and deliverables
- Building a project dashboard and piloting progress.