

Learning Objectives



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.

- 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.

General information



Audience

Any procurement function professional.



Prerequisites

- A good command of English or French.
- Have the necessary **technical equipment** to follow online courses.



Modalities

A 2-day consecutive in face-to-face mode

OR



4 half-day online sessions

The pedagogy is detailed opposite.



Graduation

Digital certificate of attendance

Programme of the trainer-led classes



I. Kick-off webinar - 1 hr

- Discovering the learning journey and the NegoProfilor®
- Sharing expectations
- Introduction to the group.

III. Webinar #2 - 3 hrs

- 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 hrs

- 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 hrs

- Intersession implementation review
- Brainstorming what went well and what could have been better
- Dealing with difficulties: resources or scope creep, delays and planification, poor stakeholder engagement and project members participation
- Roles plays, dealing with difficulties (scenario based).

Self-learning



Preparatory work

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

