

# Project Management Initiation

## ✓ Objectives

- Acquire the basics competencies in project management
- Be able to define the main concepts of the training
- Be able to use the harmonized and common tools for project management
- Be able to participate actively in any improvement project

## ✓ Who is concerned

This training concern:

- Supplier's employees : management,, logistics, supply chain manager, continuous improvement responsible
- Industrial experts

## ✓ Pedagogic methods

This training will be conducted with presentations and experience sharing

## ✓ Organization and duration

The training is done at supplier's site (groups of 12 participants).

Duration is 2 days.

## ✓ Provider

To be defined

## ✓ Costs

To be defined

## ✓ Program

### Day 1 :

#### 1. Introduction and technical terms

- What is a project
- Project, program, ...

#### 2. The project process

- From the specifications to the closure

#### 3. Roles and attitudes of the project participants

- Who are the participants
- How is the project team organized

### Day 2 :

#### 4. Documents of the project

#### 5. Project planning

- Tasks scheduling
- Critical path
- PERT and GANTT

#### 6. Follow up and reporting

- Data collection
- Meetings
- Minutes and reporting
- Corrective actions

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