

**✓ Objectives**

- Acquire the 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 conduct actively any improvement project

**✓ Who is concerned**

This training concerns:

- supplier's employees : project managers, continuous improvement responsible
- Industrial experts

**✓ Pedagogic methods**

This training will be conducted with presentations and experience sharing

**✓ Organization and duration**

The training is organized for multi-companies (group of 12 participants).

Duration is 4 days.

Examination for certification is optional

**✓ Provider**

To be defined

**✓ Costs**

To be defined

**✓ Program**

- 1. Introduction and terminology**
  - What is a project
  - Project, program, ...
- 2. The project process**
  - From the specifications to the closure
  - The project system
- 3. Roles and attitudes of the project participants**
  - Who are the participants
- 4. Define the project team**
  - Identify competencies
  - Build the team
  - Kick-off meeting
- 5. Efficiently organize the plan**
  - Documents management
  - Meetings planning
- 6. Define performances**
  - Clarify objectives
  - Define KPI's
  - Define the plan
- 7. Define the business case**
  - Anticipate risks
  - Evaluate costs
  - Define milestones
- 8. Create the project plan**
  - Identify the work packages
  - Define the tasks
- 9. Plan the project**
  - Critical path method
  - PERT and GANTT
- 10. Follow-up**
  - Time and resources
  - Actual plan
- 11. Control and report**
  - Collect the data
  - Plan and manage steering committees
  - Define and manage corrective actions
- 12. Communicate**
  - Anticipate risks and conflicts
  - Manage a communication plan
- 13. Manage the human relationships**
  - Act as a leader
  - Negotiate