	DURATION	Intra-company price	Group size
PROJECT SUPERVISOR	3 to 4 days Days of 7h	Average Daily Rate - From 1000 € excl. taxes	1 to 8 persons

Customer Satisfaction : 75% ★★★★☆

1 PUBLIC

This training is intended for companies in all sectors of activity who wish to increase the skills of their employees on the concepts and principles of **project supervisor**.
This training can be part of the change support that CONCRET offers in the context of the deployment of new ERPs or projects to digitize the company's activities.

2 PREREQUISITES

There are no knowledge or qualification prerequisites to attend this training.
The public concerned must, as part of their professional activity, be involved in the IS project with project management assistance.

3 TRAINING OBJECTIVES

At the end of the training:
- You will know the principles and techniques of projects within the framework of a relationship between the project manager and the project owner in order to manage contractual relations with the chosen IT service providers.
- You will be able to implement:
  - the instances and tools to ensure the management of contractual relations (compliance with deadlines, deliverables, etc.) with the various service providers participating in the deployment of your company's project.
  - Project management tools (action plan, steering committee, management board, action monitoring, …).

4   TRAINING CONTENT

The content of the training, its duration will be personalized and adapted to meet your specific requirements and the case of your company.

> **The role of different participants**

- o   The concept of project.
- o   The concept of team and project.
- o   The concept of project manager and project owner.
- o   Define the scope of intervention of different actors.

> **Organization and methods**

- o   Structure the project.
- o   Define the contractual framework.
- o   Establish control stages.
- o   Define the Project Quality Plan.
- o   Manage conflicts.

> **Distinguish and organize project risks**

- o   Mapping Risks: Priorization and Accountability Method
- o   List the risks following thevtypes of project: adapt an appropriate mode.

> **Manage the project**

- o   Time indicator.
- o   Cost indicator: forecast expenses to control the use of resources.
- o   Performance indicators.
- o   Establish an estimation/processing link.
- o   Control risks (reduction, transfer, management).

> **Capitalize on experience**

- o   What can be capitalized: at the "project" level.
- o   The different areas of acquisition: technological, organizational, human, etc..: acquisition of new individual and collective skills in the project.
- o   Do an assessment of know-how and skills (Knowledge Management)

5   TEACHING MEANS

- o   Illustrations and comments around examples already implemented and tested.
- o   Practical translation in the case and context of the Organization.

6   TECHNICAL MEANS

This training is carried out face-to-face or remotely with the actors.
Face-to-face, it will require the provision of a video projector and/or a screen, a paperboard.
Remotely, it will require the necessary infrastructure to support the use of ICT (secure connection, use of collaborative communication application (Team's)…).

7   ASSESSMENT OF LEARNING

The achievements of the training will be evaluated by practical situations within the company. A knowledge assessment will also be organized to measure progress.