

Managing Project Procurement (Tier 3)



2 Days (minimum 6 participants)

Prerequisites

None, although project management experience involving some procurement will help maximize the learnings from this course.

Audience

Project Managers and team members working with contracts and contractors.

Note: This course is designed for those who need an awareness of contract and procurement processes and issues for executing project work . It is not a course for procurement professionals or contract lawyers

Description

This workshop is designed to provide an overall understanding of contracting and procurement management from the point of view of the buyer (i.e. the Project Manager).

It begins with identifying which products and services should be bought and covers all the steps of the process through contract close-out. There is an emphasis on those interactions that directly impact the Project Manager. Participants learn a model comprised of six procurement management processes:

- Plan Purchases and Acquisitions
- Plan Contracting
- Request Seller Responses
- Select Sellers
- Contract Administration
- Contract Closure

The steps within each process are clearly described, and participants immediately apply the new skills using case study exercises.

Objectives

Upon successful completion of this course, participants will be able to:

- ✓ Develop effective procurement processes – from planning purchases and acquisitions and seller selection through contract close-out
- ✓ Create project procurement plans, aligning procurement efforts with the desired project outcome

Managing Project Procurement (Tier 3), continued

MODULE 1 – Introduction to Managing Project Procurement

- Procurement Relationships
- Context and Key Concepts
- PMI Perspective Overview

MODULE 2 – Plan Purchases and Acquisitions

- Contract Statement of Work
- Procurement Resources
- Contract Types
- Development of a Procurement Management Plan

MODULE 3 – Plan Contracting

- Product/Service Procurement Documents
- Evaluation Criteria

MODULE 4 – Request Seller Responses and Select Sellers

- Requesting Seller Responses Process
- Seller Selection Process
- Stages of Negotiation Process
- Negotiating Tactics

MODULE 5 - Contract Administration

- Contract Performance
- Contract Change Control
- Contract Payment System

MODULE 6 - Contract Closure

- Post-contract Review
- Document and Archive

MODULE 7 - Summary and Re-Cap

- Review of Key Points