

Managing Procurement

A PMI Based Approach

Program Summary

1. Plan Purchases and Acquisitions
 - Confirm Project Objectives
 - Develop Statement of Work
 - Select contract type
2. Plan Contracting
 - Scheduling issues
 - Procurement documents
 - Bid / solicitation documents
 - Evaluation / rating criteria
3. Request Seller Responses
 - Solicitation
 - Seller's / bidder's conference
4. Select Sellers
 - Receive and record responses
 - Evaluate and rank
 - Finalize terms of contract
5. Contract Administration
 - Direct and manage project execution
 - Performance reporting
 - Quality management
 - Change management
 - Risk monitoring and control
6. Contract Closure
 - Collect contract and documentation
 - Review of contract deliverables
 - Archive and lessons learned

Program Customization

Are you looking for something more specific to your

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The Course

The Procurement program guides participants through a simple simulation while introducing them to the PMI methodology. After completing this course, participants will:

- Understand and be able to implement the six project procurement management processes from initial procurement planning through to contract closure;
- Develop and execute procurement processes for planning purchases and acquisitions, including solicitation and contracting, that will align procurement plans with project objectives;
- Prepare procurement documents that solicit appropriate interest and responses from sellers and that clearly define contract deliverables that are specifically and directly linked to project deliverables;
- Manage contracts effectively, particularly management of the relationship with the seller, including contractor performance, corrective action where necessary, and contract change management;
- Close the contract including the resolution of any outstanding issues.



Activity / Case Study

The activities will take place throughout the course. Participants will carry out specific roles as members of a project team planning a major acquisition necessary for the success of their project. By the end of the workshop, they will have prepared a complete procurement plan that outlines and documents the original decision of what deliverables to purchase, the information to be included in the procurement solicitation documents, the selection / evaluation and rating criteria to be developed, contract management issues, and a contract exit strategy (closure, termination and dispute resolution).

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Your team has just been told that the most senior person in your organization has announced a major new policy initiative.

Now, you have to put it into place! The first requirement the team faces is to prepare the necessary documentation to formally secure the funding required and the authorities required to proceed.

The PMBOK 3rd Edition states that Procurement Planning is part of the Project Planning Domain. Obviously, one of the tasks of the team will be to decide what activities to purchase or acquire (i.e., procure).

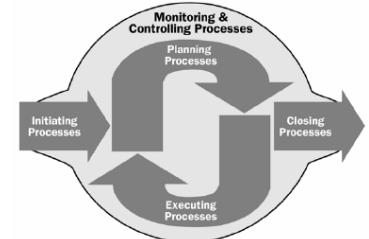
So what exactly is the "PMI Way" regarding Procurement? This one day course will show you! It details the specific inputs, outputs, tools and techniques of the Procurement Knowledge area in a fun fast paced learning environment.

In this simulation, you and a team of fellow participants will be required to decide whether to hire a consultant to help you prepare the authorities documentation or the project delivery framework or risk assessment or ... whatever! Then you'll need to complete the 6 Processes of Procurement.

The classroom activities will be structured so that the teams carry out all six of the different activities matching each of the six project procurement management processes as defined by PMI(tm) and the PMBOK 3rd Edition™

This is a One Day class.
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PM Processes—PMBOK 3rd Edition

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Getting Project Management Results—Fast!

