

# Project Procurement Management

*Course Length – 1 Day*

*PDU's – 6.5*

*Course Description:* This one-day course is structured to lay the proper foundation for procurement principles and processes. The emphasis of this program is to help teams or individuals learn how to function in the procurement world in day to day operations. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

*Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.*

## *Procurement Module*

- Contracting process
- Understanding the different buying decisions
- Understanding the different buying roles
- Methods of contracting
- Benefits of competition
- Failure with competition
- Noncompetitive contracting
- Sealed bids
- Simplified agreements
- Contracting types
- Time, material, hours
- Value based pricing
- Purchase orders
- Fixed based pricing
- Evaluating and awarding contracts
- Creation of SOW
- Creating specifics for a proposal
- Managing proposals
- Conducting a search for contract source
- Creating a selection matrix
- Documenting selection ratings
- Selecting scoring criteria
- Rating risk analysis of the proposal
- Negotiation
- Principles of negotiation
- Systems for successful negotiation
- Price and budgeting requirements
- Interpreting changes
- Termination of contracts
- Handling appeals, disagreements in contract
- Contract closeout planning

- Define project procurement management
- Define the six major processes of procurement management
- Detail the process of procurement planning
- Detail the process of solicitation planning
- Detail the process of solicitation
- Detail the process of source selection
- Detail the process of contract administration
- Detail the process of contract closeout