

Contracting For Project Managers

This course builds on the Successful Project Management course and introduces students to the procurement processes that comprise one of the well recognised knowledge areas of the project management body of knowledge. Through lecture, workshop and discussion, students learn the fundamentals of managing procurement in project environments.

Course Benefits

By taking this workshop you will be able to:

- understand the purpose and processes of procurement management
- use common contracting definitions, terms and conditions
- know how to approach the market to procure goods and services (buyer perspective)
- understand the process of evaluating and responding to a tender opportunity (seller perspective)
- evaluate solicitation responses and select a supplier
- know how to administer and close out a contract

Relevant Standards

- *A Guide to the Project Management Body of Knowledge*. USA: Project Management Institute (Fifth Edition). (2013).
- *Practice Standard for Project Risk Management*. Pennsylvania, USA: Project Management Institute. (2009).
- *Practice Standard for Work Breakdown Structures*. Pennsylvania, USA: Project Management Institute (Second Edition). (2006).

Who Would Benefit from Attending?

CFO's, Project managers and anyone who works with projects in a management or support role that covers/ includes contracting/procurement processes, especially as related to projects.

Course Outline

Procurement Overview

- Procurement management definition
- Common contract terms and definitions
- Overview of Procurement processes
- Centralised vs. decentralised contracting

Procurement Planning

- Defining scope
- Make or buy decision
- Defining requirements
- Contract Work Breakdown Structure (CWBS)

Solicitation Planning

- Developing a procurement plan
- Preparing for solicitation
- Contract types

Solicitation

- Bid/no bid decision making
- Solicitation response
- Buyer & seller activities

Source Selection

- Evaluation criteria
- Contract negotiation

Contract Administration

- Key contract policies
- Managing performance
- Responding to non conformance
- Documentation
- Change management
- Claims and disputes

Contract Close-out

- Termination
- Contract close out activities

Duration

2 days