

A Practical Approach to Project Procurement & Contract Management

2 Day Seminar

About This Seminar

With many organizations aggressively pursuing increased cost reductions of their operations, outsourcing has become a preferred and, in some cases, a required practice of conducting business. Today's Project Managers must be knowledgeable in all phases of the project life cycle, including the early project phase of acquisition. During this phase, many items must be considered, including contractual issues between the buyer and consultant, or the buyer and seller, or the seller and subcontractor, and/or the buyer/seller and vendor. This seminar is designed to increase attendees knowledge of the processes, tools, and techniques applied for acquiring project resources, services, and goods. This interactive, two-day seminar covers contracting basics, including planning purchases and acquisitions, planning contracting, requesting seller responses, make-or-buy decisions, selecting sellers, the acquisition process, as well as functions of contract administration, negotiations, and contract close-out.

Who Should Attend

Project Managers, Project Leaders, Project Coordinators, Project Administrators, Program Managers, Functional Managers, and Project Team Members representing government, owner, contractor, or vendor organizations who are responsible for or involved with the initiation, planning, execution, monitoring & controlling, and closing of projects.

Seminar Outline

Module 1: Introduction

- Introductions
- Seminar Objectives and Format
- Introduction to Contracts and Procurement
 - General Definitions
 - Glossary of Terms
 - Common Acronyms
- 1st Basic Contracting Principle
- Sample PMP Exam

Module 2: Project Management and Procurement

- Additional Definitions
- Project Life Cycle
- Project Life Cycle Phases
- Procurement Life Cycles
- Procurement Life Cycle Phases
- Group Exercise #1

A Practical Approach to Project Procurement & Contract Management

2 Day Seminar

Module 3: Major Procurement Cycle Steps

- Relationship to Project Management
- Plan Purchases and Acquisitions
 - Make or Buy?
 - Statement of Work and Specification
- Plan Contracting
 - Method of Contracting
 - 2nd Basic Contracting Principle
 - Type of Contract
 - 3rd Basic Contracting Principle
 - 4th Basic Contracting Principle
- Group Exercise #2
 - Bidding Method
- Group Exercise #3
- Request Seller Responses
 - Select Potential Bidders
 - Prepare Solicitations
 - Release Solicitations
 - Conduct Pre-Bid Meetings
 - Receive Bids
 - Evaluate Bids
 - Determine Vendor of Choice
- Case Study – Make or Buy Decisions

Module 4: Group Exercise #4

Module 5: Major Procurement Cycle Steps (Continued)

- Select Sellers
- Important Rules of Contract Negotiation
- Contract Administration
- Contract Organization and Structure
- Contract Negotiation, Philosophies, and Tactics
- 5th Basic Contracting Principle
- 6th Basic Contracting Principle
- 7th Basic Contracting Principle
- 8th Basic Contracting Principle
- 9th Basic Contracting Principle
- 10th Basic Contracting Principle

A Practical Approach to Project Procurement & Contract Management

2 Day Seminar

Module 6: Procurement and Sales Contracts

- Contract Terms and Conditions
- Contract Considerations
- Contract Closure

Module 7: Group Exercise #4 (Continued)

Module 8: Legal Framework and Liabilities

- United States Venue
- U.S. Government Venue
- International Venue
- Legal Liabilities and Means to Protect
- Post Test

