



# Procurement Management Course

## Introduction

Procurement management involved the management of contracting activities from formation such as product and contract definition, performance management and administration. It also includes contract finalisation.

## Purpose of the procurement management course

Many projects do not involve a procurement process. Task responsibilities are identified and negotiated (with internal cost attribution perhaps) but this does not involve formal contracting processes (even though project managers need to think and operate in terms of deals being done).

The purpose of this course is to improve the skills of those project managers who are involved with formal procurement processes: specifying, locating, selecting, managing and closing the temporary supply of products and services to projects.

These legal processes have recently received a lot of focus in the courts with sloppy practices resulting in many costly "fix" exercises. No longer can project managers only focus on getting the job done without worrying about the paperwork and due process.

## Course Objectives

At the conclusion of this course you will be able to:

- Identify where specific procurement processes are required and be able to initiate correct steps
- Plan a procurement exercise
- Develop tender briefs and tender documents, and undertake selection exercises
- Establish contract terms and agreements and be aware of legal processes and requirements
- Identify and put in place management strategies for contracted suppliers to ensure contracted deliverables, standards, timelines, and costs are adhered to, or change management practises are applied
- Resolve conflicts from procurement activities
- Finalise contracts, ensuring all contract terms and conditions have been met, and lessons learned





## Who should attend the course

This is a course for those who have a requirement to initiate, oversight, manage and close formal contracts with external products and services suppliers. It is not for lawyers wanting to learn the finer points of contract law but for practising project managers needing to understand more of these legal processes. Format of the course

The course is conducted in workshop format with many practical exercises around the key steps of initiating, specifying, locating, selecting, managing and closing procurement.

Case studies and role-plays supplement the formal input of the course.

## Prerequisites required

Participants should have a sound knowledge of project management concepts and processes and would normally have completed the Managing Projects in Organisations course or equivalent. If you are unsure, then it is best to undertake that course first.

## Contact

If you wish to outline some special needs or would like to clarify anything about the course you are about to attend, please call Nathan Polley on 03 9380 7777. Or send an email to [nathanp@moreland-grp.com.au](mailto:nathanp@moreland-grp.com.au).

We look forward to meeting you at the course and trust you will find the whole experience valuable. We know the investment of two days of your time is considerable in these busy times. Our primary success measure for the course is that participants leave with ideas they will use immediately. Our major indicator of success is that participants acknowledge the usefulness and practicality of the course at the conclusion. We are sure this will be your view. If it is not, please advise the facilitator during the course so that your concerns can be addressed.



## Course program

### Day one

Introduction

- When to go external

The Procurement Process

- Outline of steps
- Pre-award Phase

Developing the procurement plan

- Preparing a brief/specification

Sourcing suppliers:

- (i) EOI,
- (ii) RFT,
- (iii) Short list,
- (iv) Panels

Selection processes:

- (i) Interviewing,
- (ii) Comparing,
- (iii) Selecting

**Exercise & Close**

### Day Two

Review Contracts

- Types

Pricing strategies

- Payment strategies
- Penalties
- Non payment issues

Managing contractors/suppliers

- Managing performance
- Dealing with non compliance

Communication

Variation/change management

Billing/payment processes

Conflict management

Closing processes

Termination/early close

Identifying/communicating lessons

Continuous improvement

**Review and Close**