

Procurement and Contract Management Practices

Successfully Manage the Procurement Process from Beginning to End

This workshop develops fundamental procurement process knowledge and skills—skills you can apply immediately in all aspects of effective business and project procurement. You will learn a step-by-step process for converting business and/or project needs into outsourced goods and services. Ensure an equitable process and due diligence in tendering. Selecting the best possible suppliers and manage stakeholders involved in the supply chain.

For optimum learning, we highly recommend that you complete “Project Management Essentials” (or equivalent) before attending this program.

Takeaways

- Identify stakeholder expectations, and convert business or project needs into contract requirements
- Assess the strengths/weaknesses of contract types, and select the best one for the situation
- Create supplier selection criteria and a Supplier Evaluation Model
- Follow a structured approach to selecting suppliers
- Conduct a bidders’ conference
- Shortlist and select preferred suppliers
- Strengthen your negotiating techniques to achieve “win-win” outcomes
- Monitor and control supplier performance, to ensure requirement standards are met
- Amend contracts and manage changes that occur during the procurement process
- Maintain productive working relationships with suppliers
- Reduce the potential for disputes and legal action, by understanding the legal requirements and implications of the tendering process

Audience

The workshop is intended for anyone involved in procurement. In particular, it will benefit purchasing managers and agents, those involved in the supply chain, project managers, team leaders, supplier or product evaluation/selection team members and program managers who want to put the concepts and techniques of effective procurement into practice.

Program Content

Procurement Management Framework

- Procurement life cycle, where procurement management fits in the project life cycle
- Key roles in procurement management and types of procurement organizations
- Contract definitions, purposes and types
- Risk transfer through contracting
- Common constraints and legal issues

Planning Procurements

- Building your evaluation team
- Needs analysis
- Stakeholder expectations and requirement mapping
- Developing the procurement management plan and procurement Statement of Works
- Identifying potential suppliers
- Drafting legal tendering documents
- Defining selection criteria and weights
- Creating the Supplier Evaluation Model

Conducting Procurements

- Advertising and conducting the bidders' conference
- Short-listing the suppliers with supplier evaluation techniques
- Selecting the preferred supplier
- Ensuring due diligence and an equitable process
- Principled vs. positional negotiations
- Negotiating objectives and principles

Administering Procurements

- Monitoring and controlling supplier performance
- Managing supplier relationships
- Amending contracts and managing change control
- Conducting claims and the dispute process

Closing Procurements

- Procurement auditing
- Settling contracts and early termination

Workshop Wrap-Up

- Avoiding mistakes of the past: tips to remember
- Individual opportunities for improvement

Program Format

The action-learning format features group discussion and simulated exercises in “real-world” project environments. Working in teams, you will apply the tools and techniques you are learning, and experience the process of collaborative planning firsthand. You will have ample opportunities to share ideas with other participants and to receive guided feedback from the workshop leader. The format is specifically designed to enable you to apply procurement management skills immediately back at work.

The program is aligned to the Project Management Institute’s (PMI®) standards.

Special Features

As part of the workshop, you will receive:

- Workshop reference manual, templates and other hand-outs
- Book and website references
- Professional Development Unit (PDU) credits

**This course qualifies for the Sauder Professional Project Management Certificate Program*

Program Leader

Denise Holleran-Boswell, PMP is the Founder and Managing Partner of Collaborators In Knowledge Inc., the “CIKI Learning Centre.” An expert in portfolio, program and project management, she brings more than 40 years of practical experience in managing, auditing and rescuing multi-million dollar projects. As a workshop leader, she has also trained thousands of students from the private and public sectors in the best practices of portfolio and project management. She is the past President of the Society of PMPs of Greater Vancouver, acts as an advisor to UBC’s Business Analysis and Program Management Certificate programs, and is a part-time faculty member at Sauder School of Business, where she is the Program Leader for the Certificate in Professional Project Management.

To Register

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