



## Contracting for Project Managers

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Procurement Management or contracting is one of the nine knowledge areas identified in the Project Management Institute (PMI®) standard, *A Guide to the Project Management Body of Knowledge* (PMBOK™ Guide). It deals with establishing and managing relationships between customers and suppliers, from the customers' perspective.

This course builds on the Successful Project Management course and introduces students to the six procurement processes. Through lecture, workshop and discussion, students learn the fundamentals of managing procurement in project environments.

### Course Benefits

By taking this course 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

### Target Audience

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.

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## Syllabus Overview

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### 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
- 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 Closeout

- Termination
  - Contract close out activities
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## Prerequisites

Successful Project Management

## Duration

2 Days