

PROJECT PROCUREMENT & CONTRACT MANAGEMENT

Course Code: 1700 | Length: 1 Day | Credits: 7 PDUs/CEUs/Contact Hours

Procurement management, and especially project contract management, has become an essential project management skill in today's trend of outsourcing.

We will guide you through procurement practices, the bid process, contract negotiations, managing contractors and vendors for optimum performance and provide a taste of contract law. This 2-day course will provide the fundamental tools required for project managers. It will also offer you an insight into the role of the procurement officer or buyer on a project team.

LEARNING OBJECTIVES

Participants will gain practical skills to:

- Use proven techniques, tools and skills for managing contracting and procurements on projects
- Know how to plan and control the procurement management scope of work
- Understand and use procurement management terminology
- Define the work required to manage a specific contract;
- Make a plan for administering the contract and managing the vendor
- Co-ordinate and monitor activities of on-site contractors in a commercial and professional manner;
- Value the importance of knowing the contractual requirements
- Work within the requirements of your company's contracting procedures.

WHO SHOULD ATTEND

This course is appropriate for individuals who are:

- Project Managers and team members who want to improve their procurement management skills and increase their understanding of their procurement roles and responsibilities on a project
- Purchasing professionals who want to make a transition into a project environment.

PREREQUISITE

None are mandatory.. Recommended: Some previous project management experience or courses.

MATERIALS

You will receive a course binder containing copies of presentation slides, templates, exercises and suggested solutions.

WHAT YOU WILL LEARN

Introduction

- Procurement objectives
- Definitions
- The procurement process
- Workshops: Introductions, Benefits of procurement

Plan Procurements

- Procurement strategies
- Contract law
- Defining the requirements
- Make-or-buy
- Procurement schedule
- Source selection
- Procurement Statement of Work
- Bid documents

- Contract types
- Procurement management plan
- Workshops: Make-or-buy, Procurement WBS, Source selection, Bid documents, Calculating contract price, procurement management plan

Conduct Procurements

- Form of response
- Bidder conferences
- Selecting sellers
- Proposal evaluation
- Negotiation
- Contract award
- Workshops: Response exercise, Bid strategy, evaluation criteria



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Due Diligence

- Single point of contact
- Your company's expectations for contract management
- Due diligence responsibilities
- Workshop: Due diligence, case studies

Contract Administration

- Kick-off meeting
- Routine meetings: Pre-job brief, project updates
- Asking the right questions
- Contractor activity reporting
- Progress monitoring: schedule, quality, risk, safety, scope, earned value
- Change management
- The payment process
- Material handling
- Maintaining a productive relationship
- The zero punch list approach
- Safety and human performance
- Field monitoring: stopping the work, incident reporting, daily logs
- Dispute resolution
- Claims management
- Workshops: Waiver of contract rights, case studies

Control Procurements

- Procurement controls
- Dispute management
- Inspections and audits
- Payments
- Handover
- Documentation
- Workshops: Procurement controls, case studies

Contract Closure

- The Lien Act
- Terminations
- Backcharges
- Formal acceptance
- Exercise: lessons learned
- Post-contract vendor evaluations
- Workshop: Lessons learned



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