

## Contracts and Procurement

Part of the Synergist Series

This hands-on, interactive workshop teaches participants how to successfully handle contract issues and procurement. During this one-day workshop, the participants will learn about industry best practices, legal and government guidelines, and “project procurement management” following the Project Management Institute (PMI) processes.

### Topics Presented

- ◆ Planning the procurement process
- ◆ Clearly identifying needs verses wants
- ◆ When the 80% Solution is appropriate, and when it is not
- ◆ Techniques for identifying potential sources
- ◆ Guidelines for acceptable solicitation
- ◆ Creating fair and legal criteria for selecting a source
- ◆ Using quantifiable methods to select a source
- ◆ Managing the relationship with the source
- ◆ Handling contract and delivery issues
- ◆ Online procurement resources

### Learning Outcomes

- ◆ Develop a straightforward procurement process, specific to their environment
- ◆ Logically differentiate between must-haves and nice-to-haves
- ◆ Explain to stakeholders the trade-offs associated with procurement constraints
- ◆ Identify viable sources within the project constraints
- ◆ Create and apply quantifiable criteria to select a source
- ◆ Identify and avoid common contract mistakes
- ◆ Understand the different types of contract payments
- ◆ Create and use quantifiable inspection methods to ensure quality
- ◆ Use a contract change control system
- ◆ Negotiate successfully with vendors

### Special Features

- ◆ This course includes best practices from the Project Management Institute (PMI), along with legal and government guidelines to contracts and procurement
- ◆ Continuing after-class access to a participants-only website

### Workshop Design

© 2000 Eric A. Spanitz. The delivery of this workshop is very interactive. The participants are engaged in many discussions throughout the workshop. Fun re-enforcing practice and activities keep the atmosphere lively.

### Audience

Project managers, team members, managers of project managers, project consultants, and project clients or stakeholders

**Duration** 1 day

### PMBOK® Knowledge Areas Discussed

Integration	Scope	Time
Cost	Quality	Human Resources
Communications	Risk	Procurement