

This 2-day workshop walks participants through all phases of the procurement process, giving them the skills needed to effectively contract outside resources while avoiding the potential traps and pitfalls along the way. It also covers information concerning organizational planning and staff acquisition that is critical to obtaining the right people.

**Course Objectives:**

- How to effectively staff the project.
- Use the procurement process as a method for accomplishing project objectives.
- Learn to write an effective statement of work avoiding traps that doom many procurement efforts.
- How to select the best contractor for the work that needs to be done.
- Learn how to analyze and assess a proposed contract to identify potential problem areas.
- Ensure the right elements are in place to effectively control a vendor’s work.

**Audience:** Those working on a project who will be going outside their company for support during the project life cycle.

**Prerequisites:** None

**Number of Days:** 2 days

<p><b>1 Introduction</b>  Overview  Workshop Logistics  Workshop Materials  How to Get the Most out of this Workshop  Objectives/ Contents</p>	<p><b>4</b></p>	<p>Pre-assignment  Negotiation  Procurement  Project Staff</p>
<p><b>2 Pre-Reading Assignment</b>  Overview of Project Processes  Organizational Planning  Tools and Techniques  Templates  Human Resource Practices  Stakeholder analysis  Organizational Theory  Outputs  The Staffing Management Plan  Supporting Detail</p>	<p><b>5</b></p>	<p><b>Project Procurement Management</b>  Contract  Roles and Responsibilities</p>
<p><b>3 Staff Acquisition</b>  Inputs  Staffing Management Plan  Staffing Pool Description  Recruitment Practices</p>	<p><b>6</b></p>	<p><b>Procurement Planning</b>  Make-or-Buy Analysis  Other Considerations  Outputs</p>
	<p><b>7</b></p>	<p><b>Contract Pricing Approach</b>  Contract Pricing Types  Fixed Price  Unit Price  Cost Sharing  Cost Reimbursable  Time and Materials</p>
		<p><b>Statement of Work Preparation</b>  Preparing a Statement of Work  Key Considerations  Tips</p>

- 8 Solicitation Planning**
  - Procurement Documentation
  - Request for Proposal
  - Determining Potential Sellers or Bidders
  - Preparing a Solicitation Plan
  - Evaluation Criteria
  - Weighting System
- 9 Solicitation**
  - Solicitation Procedures
- 10 Source Selection**
  - Key Actions to Prepare for Source Selection
  - Tips for a Successful Evaluation
  - Fundamentals of Negotiation
  - Conclusion of Source Selection
- 11 Contract Administration**
  - Performance Monitoring
  - Compliance with Terms and Conditions
  - Handling Noncompliance
  - Termination
  - Contract Change Management
  - Invoicing and Payment
- 12 Contract Closeout**
- 13 Summary and Conclusion**