

BSBPMG518A

Manage Project Procurement

Course Duration

Face to face: 1 day

PDU's: 8

Course Objectives

Manage Project Procurement aims to provide participants with the performance outcomes, skills and knowledge required to undertake procurement and contract management within projects. It covers determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.

The participants will learn to manage; the planning for project procurement and contracting; the setup and management of procurement and contract process; the management and finalisation of contracts.

This **one (1) day** course will give participants a solid understanding of the principles of project procurement, structured around the Manage Project Procurement knowledge area of the *Project Management Body of Knowledge (PMBOK®) Guide 5th Edition*.

Learning Outcomes

- Identify procurement requirements with input from stakeholders as the basis for procurement planning and contracts.
- Establish and maintain, within delegated authority, an agreed procurement management plan and strategies to ensure clarity of understanding between stakeholders and achievement of project objectives.
- Obtain information from established sources capable of fulfilling procurement requirements to determine how project objectives can be met.

Register for this course

Return a scanned copy of this page to:

info@im.edu.au – Australia

info@bluevisions.ae – UAE + MENA

infor@bluevisions.co.id – Indonesia + All of Asia

Or contact us at one of the locations below.

No. Of Participants

Contact Details

First Name : _____

Surname : _____

Company : _____

Phone : _____

Email : _____

Preferred City

Preferred Month

Contact Us

Australia Wide: 1300 988 899

Beijing: +8610 8587 2353

Doha: +974 4452 8175

Indonesia: +6221 2555 8789

Singapore: +65 6725 6365

UAE (all Emirates) : +971 4 452 3399

- Adopt established selection processes and selection criteria, including occupational health and safety (OHS) requirements, and communicate to stakeholders and prospective contractors or suppliers to ensure fair competition.
- Obtain approvals for procurement processes to be used for the project from higher project authority to enable formal discussions to be conducted.
- Communicate agreed proposals and/or specifications to prospective contractors or suppliers to ensure clarity of understanding of project objectives.
- Evaluate responses and select preferred contractors or suppliers in accordance with current legal requirements and agreed selection processes.
- Conduct negotiations with preferred contractor or supplier, with guidance of higher project authority if necessary, to agree on contract terms and conditions, establish common goals and minimise uncertainty.
- Implement established procurement management plan and make modifications with higher project authority approval, to ensure a common approach to achievement of objectives.
- Review progress and manage agreed changes to ensure timely completion of tasks, resolution of conflicts and achievement of project objectives within the legal framework of the contract.
- Identify and report procurement management problems to higher project authority and implement agreed remedial actions to ensure project objectives are met.
- Conduct finalisation activities to ensure contract deliverables meet contractual requirements.
- Review project outcomes using available procurement records and information to determine effectiveness of contracting and procurement processes and procedures.
- Document lessons learned and recommended improvements, and pass on to higher project authority for application in future projects.

Delivery Strategy

This **one (1) day** program is engaging and will be led by our experienced trainers who have combined management experience and academic excellence.

Our program design and delivery is based on adult learning principles and experiential learning.

Participants will receive a *state-of-the-art* student manual with all reference material, PowerPoint presentations and activities, as well as the formal assessment.

RPL and Credit Transfer

Institute of Management can formally recognise a student's existing level of skills and knowledge in two ways:

- Recognition of prior learning (RPL).
- Credit transfer.

Audience

This course is targeted at those who are employed as:

- Project team member
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Small business operator in a wide range of industries
- Project records officer
- Project support
- Communications liaison
- Contracts officer
- Estimator and scheduler
- Quality officer

PROGRAM OUTLINE

Day One

- Managing the Procurement Process.
- Procurement Management Plan.
- Contracts and the six essential elements of a Contract.
- Alternative Dispute Resolution.
- Request For Tender, Tender Evaluation, Source Selection.
- Contract Administration and Close-out.