

Duration: 2 Days

TC1186

OVERVIEW



A large number of organisations in-source and outsource key functions. The ultimate success is based on the quality of service provided, and on the ability to continually improve vendor performance.

This workshop offers a systematic approach to the end-to-end processes of sourcing, selecting and managing vendors in programs and projects. It follows the best practices described in the Project Management Body of Knowledge (*PMBOK® Guide*).

It aims to equip participants with the skills and techniques required to establish more successful commercial relationships with vendors who provide the products and services required to successfully deliver an organisation's programs and projects.

WORKSHOP OBJECTIVE

This workshop is about:

- Establishing a context for vendor management within procurement
- Establishing an understanding of the Procurement Life Cycle
- Identifying procurement requirements in projects
- Exploring types of commercial relationships
- Evaluating, selecting and monitoring suppliers
- Understanding the basics of a contract
- Managing the ongoing contract
- Final acceptance and administrative closure

TARGET AUDIENCE

This workshop is designed for:

- PMO Managers
- Program Managers
- Project Managers
- Managers and Team Leaders involved in selecting or managing vendors

PREREQUISITES

In order to derive the greatest benefit from participation in this workshop, participants should be involved in selecting and / or managing vendors.



PM-Partners group are registered AIPM Assessors and recognised as a Project Managed Organisation by the Australian Institute of Project Management.

14 PROFESSIONAL DEVELOPMENT UNITS



PM-Partners group is a Global PMI (Project Management Institute) Registered Education Provider. Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 14 PDUs for their participation in this workshop.

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LEARNING OUTCOMES AND FACILITATION

Facilitators of this workshop will use a case study delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.



WORKSHOP DELIVERY

All workshops are able to be customised to suit your requirements, using a project scenario from your workplace as a case study.

MATERIALS & SUPPORT

A comprehensive participant handbook is provided, which includes a set of sample vendor management documents that can be customised to your purposes. Our participants are also entitled to complementary telephone consultation/advice within 60 days of workshop completion. All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction.

Workshop Content Summary

- Introduction to Procurement
 - Why organisations procure goods and services
 - Definition of Procurement, and how it fits into the Project Life Cycle
 - Types of supplier relationships
 - Supplier relationship models
 - Roles and accountabilities of procurement and project professionals
- The Procurement Management Life Cycle
 - Vendor Management Life Cycle
 - Vendor Management Framework
 - Procurement Phase activities at a glance
- Plan Procurements
 - Procurement Planning Phase overview and activities
 - Determining procurement management requirements
 - Conducting the make-or-buy analysis
 - Weighing cost against benefit (cost-benefit analysis)
 - Identifying and quantifying benefits
 - Risk Management for Vendor/Supplier Relationships
 - Developing procurement Statements of Work
 - Options for gathering required information (EOI, RFP, RFT, ITR)
 - Developing assessment criteria
 - Creating a tender evaluation plan
 - Selecting the right contract type
 - Developing a Contract Management Plan
- Conduct Procurements
 - Conduct Procurements Phase overview and activities
 - Principles of tender evaluation
 - Obtaining and evaluating tender responses
 - Selecting and engaging vendors
 - Designing the right contract
 - Contracts and Australian law
 - Elements of a contract
 - Contracts types
 - Negotiating the contract
 - Establishing performance standards and measures
- Administer Procurements
 - Administer Procurements Phase overview and activities
 - Managing the Vendor Relationship
 - Designing a Relationship Management Plan
 - Measuring and monitoring vendor performance
 - Managing risk
- Close Procurements
 - Close Procurements Phase overview and activities
 - Assessing success
 - Conducting final testing, acceptance and handover
 - Reviewing the contract
 - Identifying and documenting lessons learned