



# Project Contracting Management

Procurement management, and especially contract administration, have become essential project management skills in today's trend of outsourcing all but the company's core competencies.

We will guide you through procurement practices, solicitation of bids, contract negotiations and provide a taste of contract law. This 2-day course will provide the basic tools required for project managers in these areas. It will also offer you an insight into the role of the procurement officer on a project team.

## PARTICIPANT EVALUATIONS

"This was an information intensive workshop full of practical tips that can be applied in a number of contract management situations in all areas of discipline. With these tools, we can all do a better job of managing contracts to successful completion"  
Brian Tocheri, *Town of Marathon*

"Straight 5/5, Again another area of project management made visible! Great wealth of knowledge"  
Steve Jones, Manager IS, *Perle Systems*

"Instructor was experienced, thoughtful, insightful, humorous, ... he made learning fun"... Improve the program?..."No need"  
Derek Cullen, *Royal Bank Financial Group*

"Knew his topic... good examples... His points have been heard! This is a very important course to PM's"  
George Thorogood, *Rogers Shared Services*

## LEARNING OBJECTIVES

Participants will gain practical skills to:

- Use proven techniques, tools and skills for managing contracting and procurement on projects.
- Know how to plan and control procurement management scope of work.
- Know how to effectively select procurement personnel for your project.
- Understand and use the procurement management terminology.
- Anticipate impact of procurement management upon other aspects of project management.
- Make a plan for enhanced procurement management efforts for your project.

## WHO SHOULD ATTEND

The Project Contracting Management 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 roles and responsibilities of procurement on a project.
- Purchasing professionals who want to make a transition into a project environment.

## PREREQUISITE

- 3-day Project Management Essentials (or its equivalent)

## MATERIALS

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

## WHAT YOU WILL LEARN

### Introduction

- Procurement objectives
- Exercise: introduction
- Procurement management processes
- The integration model

### Plan Purchases and Acquisitions

- Defining the requirements
- Exercise: make or buy
- Exercise: contract packages breakdown
- Procurement schedule
- Budget by contract package
- Target quality levels
- Exercise: procurement organization
- Exercise: sourcing the vendors
- Exercise: specification types
- Exercise: contract types
- Exercise: procurement plan

### Plan Contracting

- Purchase requisition
- Solicitation package
- Invitation to bid
- Bid and contract security
- Terms and conditions
- Standard forms
- Exercise: pre-qualifying vendors
- Partnering

### Request Sellers Responses

- Communication rules

### Select Sellers

- Price fixing
- Exercise: Bid evaluation matrix
- Communication rules during bid evaluation
- Contract award

### Contract Administration

- Controlling scope, cost, schedule, quality and risk
- Material handling
- Disputes
- Exercise: waiver of contract rights

(see over)

### Contract Closure

- Contract documentation
- Product verification
- Work documentation
- Formal acceptance
- Procurement audits
- Exercise: lessons learned
- Post-contract vendor evaluations
- Historical data base

### Contract Law

- 5 conditions for contract to exist
- Exercise: battle of the forms
- Key rules of contract law
- Exercise: warranty vs. condition

### RELATED COURSES OF INTEREST

- Juggling Multiple Projects
- Leadership, Relationship, and Change
- Enterprise Project Management
- Managing Project Risk
- The Comprehensive Project Management Seminar

### FOR MORE INFORMATION

Procept Associates Ltd.

1-416-693-5559

[info@procept.com](mailto:info@procept.com)

[www.procept.com](http://www.procept.com)

