



Learning Centre

"Your Project Management Knowledge Connection"

Collaborators In Knowledge Inc.

Tel: 604-461-0104

eMail: learning@CIKI.ca

Procurement Management Essentials

Workshop Outline

2 Days / 14 PDUs

PROCUREMENT MANAGEMENT ESSENTIALS – WORKSHOP OUTLINE

Workshop Overview

The integration of technology will have a profound effect on how well your business operates in the future. Successful businesses must learn to leverage their technology in order to assist the business in gaining competitive advantage. Capitalize on changing the way they do business at the same time of implementing new systems, by learning to consider how technology will support the business goals, not drive the desired state.

This workshop follows the Project Management Institute's (PMI®) industry standards.

Workshop Overview

A fundamental workshop to develop basic systems selection process knowledge & skills – skills you can begin to apply immediately ... these practical and effective tools and techniques will help you step-by-step select the best possible systems and maximize your return on investment with technology; which both will help setup conditions for success for the new systems selected implementation.

Workshop Benefits

Familiarity with the concepts to:

- Follow a structured approach to selecting systems
- Build a high level business model representing your business
- Define your requirements
- Develop a Vendor Evaluation Model (VEM)
- Build Vendor Demonstration Scripts (VDS)
- Shortlist vendors
- Conduct vendor and vendor client site visits
- Select a preferred vendor

Jump-start your System Selection Project with our workshop, incorporate one of your current projects and use it as the business case throughout the workshop.

Workshop Format

This hands-on workshop employs a dynamic mix of a self-assessment **questionnaires** and action-learning team simulated **exercises** of “real-world” business and project environments that will provide you with practical experience in performing the key functions of procurement management. In addition, **hand-outs** are provided for reference, dialogue sessions and **reviews** are conducted for experience and idea sharing, and guided feedback from the Workshop Leader to reinforce learning. This format will enable you to immediately apply basic project management skills back at work

Workshop Take-Aways

- Procurement Management Essentials Workbook
- Hand-Outs – Deliverable & Tool Templates
- Certificate of Completion
- **14 PMI® Professional Development Units (PDUs)**
- Website References & Book References

Who Should Attend?

The workshop is intended for business managers, users, and the project manager and team who are involved in, or planning to be involved in systems selection projects of any size and type i.e. the selection of hardware, software applications and/or professional services firms, or for people wanting an overview of the systems selection structured process, concepts, tools and techniques.

PROCUREMENT MANAGEMENT ESSENTIALS – WORKSHOP OUTLINE

WORKSHOP INTRODUCTION

- Introductions
- Workshop Rules
- Workshop Agenda
- Workshop Format
- Workshop Objectives

UNDERSTANDING THE FUNDAMENTALS OF PROCUREMENT – THE FRAMEWORK

- Procurement Life Cycle
- Project Life Cycle – System Selection Stages
- Procurement Key Roles
- Procurement Organizations
- Procurement Constraints

STAGE 1 - DEFINE THE REQUIREMENTS

- Create Your Selection Team
- Create a High Level Business Model
- Create Requirements / Selection Criteria
- Create the Requirements Definition Document (RDD)
- Create Weights & Knock-Out Criteria
- Stage Review

STAGE 2 - SHORT-LIST THE VENDORS

- Identify Potential Vendors
- Create the Request for Proposal (RFP)
- Understand Key Procurement Concepts
- Conduct Vendor's Bidders Meeting
- Create the Vendor Evaluation Model (VEM)
- Evaluate Vendor's Proposals
- Shortlist the Vendors
- Stage Review

STAGE 3 - SELECT THE PREFERRED VENDOR

- Prepare for Vendor Demonstrations
- Conduct Vendor Demonstrations
- Prepare & Conduct Client Site Visits
- Conduct Sit & Play Sessions
- Select the Preferred Vendor
- Stage Review

WORKSHOP CONCLUSION

- Why Systems Fail
- Tips to Remember
- Opportunities for Improvement
- PMI® Information
- Website & Book References

The Workshop is very hands-on, hence it is limited to a maximum of 16 participants.

Inquire About Our Customized Workshop Solutions

If your business requires confidentiality or a tailored approach to your business, a customized approach is available. Call us at 604-461-0104, or email learning@ciki.ca .