

PR: Professional Procurement Management Seminar Outline

Overview:

Procurement management, and especially contract administration, has become an essential project management skill as more and more of today's businesses outsource all but the company's core competencies. This course offers insight into the role of the procurement manager on a project team by guiding you through procurement practices, the solicitation of bids and contract negotiations. It will also expose you to contract law.

Structure:

18 hours to be carried out over 3 days, including supporting document.

Who should attend:

This seminar is for 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. It will be also useful to purchasing professionals who wish to transition to a project environment.

How you will benefit

Develop and enhance the contributions you make to your organization by being able to:

- Learn about procurement management processes
- Define procurement planning requirements
- Differentiate between “make or buy” source selection
- Learn how to communicate during bid negotiation
- Understand the impacts of waiving rights, bid rigging and contract law
- Practice scope change control, scope verification, and cost, schedule and quality control
- Negotiate an agreement

Your seminar experience will cover:

- The Role of the Purchasing and Supply Functions
- Evolution of Purchasing and Supply Management
- The Role of the Purchasing and Supply Functions
- Strategic Purchasing Supply Initiatives
- Buying From the Right Supplier
- Develop a Global Vision
- Building Rapport with Suppliers Transition from supplier to Business Partner
- Buying the Right Quality
- Purchasing Strategic Approach to Inventory Management
- Buying at the "Right" Price
- Negotiations-Keystone of Effective Buying
- Global Supply Demands Technical Buying Cooperation
- Using Cost Reduction Techniques
- Legal Issues Buying
- Buying for Service- Type Companies and MRO
- Improving Management of the Purchasing Job
- Transportation Strategies to Reduce Logistics Costs
- Measurements of Purchasing Performance
- A Look into the Future
- Project Procurement Management as PMI

