

PM 252 - Project Procurement Management

Course Outline

Revised: 2020

Duration: 1 Day

PMBok Guide (6th Edition) Knowledge Area: Project Procurement Management

Course Description:

This course provides skills in project procurement planning, conducting procurements and controlling procurements as defined in A Guide to the Project Management Body of Knowledge.

Course Learning Outcomes

Upon successful completion of the course, the student will be able to

- Define the procurement management processes of the project, including supplier selection criteria and methods, contract awarding, and contract management
- Create a procurement plan to manage and control procurements
- Describe the different types on contracts used on projects
- Create a Statement of Work or Terms of Reference
- Describe methods of advertising the procurement opportunity
- Request a bid or proposal from sellers
- Evaluate seller submissions
- Select winning proposal
- Award and manage contracts

Course Topics

1. Plan Procurement Management
 - Developing the project procurement strategy
 - Creating a Statement of Work
 - Make-or-Buy decisions
 - Independent cost estimates
 - Creating the bid documents
 - Creating tender documents
 - Creating the procurement management plan
2. Conduct procurements
 - Tendering the procurement opportunity
 - Managing the tendering process

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- Obtaining bids or proposals from sellers
 - Evaluating seller bids or proposals
 - Awarding the procurement contact
3. Control procurements
- Monitoring seller performance
 - Conduction inspections
 - Contract management
 - Claims administration
 - Monitoring seller performance
 - Closing out the contract