

CONTINUING EDUCATION

COURSE OUTLINE – Project Procurement Management

INSTRUCTOR: Varies

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PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS: Required materials will be provided in class or online.

Recommended: Project Management Institute. (2017). PMBOK® guide: A guide to the project management body of knowledge (6th ed.). Newton Square, PA: Author.

CALENDAR DESCRIPTION:

Negotiating contracts or defining the activities required by a vendor ensures a cost-effective project has the resources needed to meet challenges. Develop contracting strategies and the respective roles of the project and procurement departments in negotiating, administering, managing and closing contracts. Concepts include the procurement life cycle, basic components and types of contracts, evaluation approaches, and vendor relationship management. Students will apply various techniques including, making or buying analysis, selection of contract types, risk mitigation using procurement strategies, and procurement performance reviews and audits.

CONTACT HOURS: 14 hours

DELIVERY MODE(S): Face to Face, Video Conference, OR Online Delivery (Brightspace)

TRANSFERABILITY: N/A

GRADING CRITERIA:

This is a professional development course and students must attend a minimum of 80% of the course. If you are late by 10 minutes or more for this class, you will be marked absent.

This course is part of the Project Management Professional Development Certificate. After successful completion of individual courses, you will be awarded an Acknowledgement of Course Completion. Upon successful completion of the required courses for the professional development certificate, students may contact ce@gprc.ab.ca to request their certificate.

EVALUATION: Students must attend 80% of the course hours and complete a series of prescribed learning activities to successfully complete this course.

STUDENT RESPONSIBILITIES: Attendance and class participation.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

LEARNING OUTCOMES:

Upon successful completion of this course, learners will be able to:

- Describe the elements in the procurement lifecycle
- Conduct a make or buy analysis
- Develop a procurement management plan
- Differentiate between procurement documents
- Create effective vendor evaluation criteria

COURSE CONTENT:

Module 1 – Overview of Procurement

- The procurement lifecycle
- Procurement terminology
- Components of a procurement management plan

Module 2 – Competitive Bidding Process

- Options for procurement – make or buy analysis
- Procurement documents
- The competitive bidding process

Module 3 – Working with Contracts

- Contract types
- Contract documents
- Contract lifecycle

Module 4 – Vendor Management

- Vendor requirements and assessment
- Terms, Amendments and Renewals
- Terminations