

# Procurement Management

**Duration: 8 Hours**

## **Course Overview:**

This course covers procurement or purchase implies to be a mere transaction involving a buyer and seller, it requires execution on multiple fronts such as technical, commercial, legal, interpersonal and managerial. Individuals with knowledge of procurement process can reduce lapses in management or communication and ensure organizational success.

## **Learning Objectives:**

**By the end of this module, participants will be able to:**

- 1. Understand Procurement Fundamentals:**
  - Define and explain the key concepts, terms, and processes related to procurement.
  - Identify the various types of procurement (e.g., goods, services, works) and their unique characteristics.
- 2. Comprehend Procurement Strategies:**
  - Analyze different procurement strategies and their suitability for various organizational needs.
  - Evaluate make-or-buy decisions and their impact on procurement.
- 3. Master Procurement Planning:**
  - Develop skills in creating comprehensive procurement plans.
  - Understand the importance of aligning procurement plans with organizational objectives and project requirements.

## **Course Topics:**

- Introduction
- Outline of the Course - Contents
- About the Instructor
- Bonus Lecture: Operations vs Projects

## **Module 1 : Procurement Basics**

- Intro to Procurement Fundamentals
- Reasons to Build or Buy
- Build or Buy Analysis
- Purchasing and Item Types
- Classification of Items
- Build or Buy Decisions
- BONUS: Integration in Business
- BONUS: Theory of Firms

## Module 2: Work Packages

- **Intro to Work Packages**
- **Work Breakdown Structure**
- **Resource Breakdown Structure**
- **Resource Calendar**
- **Change Management**
- **Understanding Work Packages**
- **BONUS: Three Point Estimate**

## Module 3: Supplier Selection

- **Intro to Supplier Selection**
- **Market Conditions**
- **Supply Chain Conditions**
- **Supplier Evaluation Techniques**
- **Supplier Evaluation Criterion Part 1**
- **Supplier Evaluation Criterion Part 2**
- **Understanding Supplier Selection**
- **BONUS: Organised and Unorganised Markets**

## ~~Contracts 6 lectures~~

## Module 4: Contracts

### **Intro: Contracts**

- **Understanding the Term 'Contract'**
- **Types of Contracting Arrangements**
- **Project Environment**
- **Contract Documents**
- **Contracts**
- **BONUS: Growth vs Scaling**

### **Preparing Contracts**

- **Intro to Preparing Contracts**
- **Terms and Conditions in Contract**
- **Delivery Terms - Incoterms**
- **Technical Specifications and Annexures**
- **Preparing Contracts**

## Module 5: Procurement Process

- **Intro: Procurement Process**
- **Preparing for Procurement**
- **Understanding Stakeholders**
- **Working with Stakeholders**

- **Procurement Process**
- **Contract Administration**
- **Earned Value Management**
- **Procurement Process**
- **Earned Value Management**
- **BONUS - Utility Consumption**

## Module 6: Risk Management

- **Intro to Risk Management**
- **Risk Basics**
- **Risk Identification**
- **Risk Assessment**
- **Risk Responses**
- **Business Continuity Plan**
- **Understanding Risk Management**
- **BONUS: Kraljic Matrix**

## Module 7: Claims Settlement and Closing

### **Intro: Claims Settlement and Closing**

- **Claims and Disputes**
  - **Claims Management**
  - **Dispute Resolution**
  - **Termination and Closing Procurement**
  - **Claims Settlement and Closing**
  - **BONUS: Pricing vs Costing**
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- **Closing Thoughts and Thank You**