

# Procurement: Supplier Selection, Contracts & Risk

Learn to select suppliers, prepare contracts and manage procurement risk from planning through claims settlement and closing.

**8 Hours**

DURATION

**8**

MODULES

**63**

TOPICS

## 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.

## WHO THIS COURSE IS FOR

Procurement Officers

Contract Managers

Supply Chain Professionals

Project Managers

Risk Managers

Stakeholder Coordinators

## LEARNING OBJECTIVES

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

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

# 8 Modules, 63 Topics

## Introduction

### TOPICS

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

01

## Procurement Basics

### TOPICS

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

02

## Work Packages

### TOPICS

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

03

## Supplier Selection

### TOPICS

- 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

04

## 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

05

## Procurement Process

### TOPICS

- 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

06

## Risk Management

### TOPICS

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

07

## 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

Closing Thoughts and Thank You

#### WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

#### ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

#### FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

## Ready to Get Started?

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✉ [info@koenig-solutions.com](mailto:info@koenig-solutions.com)