Advanced Project Procurement (Contract) Management Course Details

What Is Project Procurement Management?

Contract. A contract is a mutually binding agreement that obligates the seller to provide the specified product or service or result and obligates the buyer to pay for it[1].

The goal of **Project Procurement Management** is to purchase or acquire products, services, or results needed from outside the project team.

Project Procurement Management (as well as Project Management Profession & Science) is processes and following those processes is essential to attaining results. As a matter of fact, they allow us to take control of the project, rather than letting the project control us.

Project Procurement Management Course Information & Agenda

Project Procurement Management Course Objectives

On completion of the Course, participants will achieve the following SMART[2] objectives:

- Understand the fundamentals of Procurement Management including its constituent processes and the types of procurement project managers may encounter.

- Understand the components of procurement planning and identification.

- Understand how to analyze project procurement.

- Understand how to respond to, monitor, and control project procurement.

- Prepare the participants for the Project Procurement Management in particular and PMP® Examination preparation in general.

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[1] PMI PMBOK® Guide –*6th Edition*.

[2] **SMART** = **S**pecific, **M**easurable, **A**ttainable, **R**esults-oriented and **T**ime-delimited.

- Understand the terms and concepts of Project Procurement Management.

- Use Project Procurement Management Knowledge, Skills, and Tools & Techniques across their organizations.

- Cover a complete set of review materials including, but are not limited to, a sample/practice exams, games, exercises... etc.

Who Should Attend?

Professionals who are involved in managing projects and having the desire to obtain proven strategies and practical approaches to the management of procurements associated with projects, such as:

- Procurement and Resource Managers

- Program managers and managers of project managers

- Project managers and other project team members

- Members of a **P**roject/**P**rogram **M**anagement **O**ffice (**PMO**)

- Functional managers with employees assigned to project teams

- Educators, Consultants and other specialists in project management and related fields

- Trainers developing project management educational programs

Training Methodology

It is conducted in a highly interactive format; incorporating participant-centered learning activities such as pair and group work, games, exercises, and practice exams. Participants will experience the real-life examples & actual test environment.

Prerequisites

This Course assumes that participants are already aware of basic project management theory, principles, techniques, and procedures.

Certification

A **Certificate of Achievement** will be awarded to those who faithfully attend, participate, and successfully complete the Course.

Course Language

English (Instructions & Materials).

Course Venue

As announced in the "**Course Registration Form**".

Training Date & Timing

Month -----, 200--. All sessions will start at **09:00 a.m.** and finish around **03:00 p.m.**

Course Agenda & Outlines

Day 1 (7 Hours)	
Project Procurement Management Overview & Context	إدارةُ تَوريدات المشروع: الخلاصة & والسياق
• Introduction to Project Procurement Management	• مقدمةٌ في إدارة تَوريدات المشروع
• Key Concepts for Project Procurement Management	• المفاهيمُ المفتاحية الرئيسة
• Trends And Emerging Practices in Project Procurement Management	• الاتجاهاتُ والممارسات الناشئة في إدارة تَوريدات المشروع
• Tailoring Considerations in Project Procurement Management	• اعتباراتُ تكييف إدارة تَوريدات المشروع
• Considerations For Agile/Adaptive Environments	• اعتباراتُ الحَيَوِيّةِ أو البِيئَةِ التَّكَيُّفِيَّةِ لإدارة تَوريدات المشروع
• Discussing and handling Pertinent	• مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة

Day 2 (7 Hours)	

Plan Procurement Management	تخطيطُ إدارةِ التَّوريدات

✓ **Plan Procurement Management:** *Inputs*

- Project charter
- Business documents
- Project management plan
- Project documents
- Enterprise Environmental Factors (EEFs)
- Organizational Process Assets (OPAs)

✓ **Plan Procurement Management:** *Tools and Techniques*

- Expert Judgment
- Data Gathering
- Data Analysis
- Source selection analysis
- Meetings

✓ **Plan Procurement Management:** *Outputs*

- Procurement management plan
- Procurement strategy
- Bid documents
- Procurement statement of work
- Source selection criteria
- Make-or-buy decisions
- Independent cost estimates
- Change requests
- Project documents updates
- Organizational process assets updates

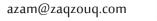✓ **Discussing and handling Pertinent Situations**

✓ **تخطيطُ إدارةِ التَّوريدات:**/المُدخلات

- مِيثاقُ المَشْروع
- وَثائقُ الاسْتِثْمار
- خُطَّةُ إدارةِ المَشْروع
- وَثائقُ المَشْروع
- عَواملُ بيئةِ المَشْروع (EEFs)
- مَوْجُودُ العَمَلِيَّاتِ المُنَظَّمِيَّة (OPAs)

✓ **تخطيط إدارة التَّوريدات:**/الوسائلُ والتِّقنِيَّات

- اجْتِهادُ الخُبَراء
- جَمْعُ البَيانات
- تَحْلِيلُ البَيانات
- تَحْلِيلُ اخْتِيارِ المَصادِر
- الاجْتِماعات

✓ **تخطيط إدارةِ التَّوريدات: المُخرجات**

- خُطَّةُ إدارةِ التَّوريدات
- اسْتْراتِيجِيَّةُ التَّوريد
- وَثائقُ طَلَباتِ العُرُوض
- بَيانُ عَمَلِ (SOW) التَّوْريد
- مَعاييرُ اخْتِيارِ المَصادِر
- قَراراتُ الصُّنْعِ-أَو-الشِّراء
- تَقْدِيراتُ التَّكاليفِ المُسْتَقِلَّة
- طَلَباتُ التَّغْيِير
- مُسْتَجَدَّاتُ وَثائقِ المَشْروع
- مُسْتَجَدَّاتُ مَوْجُودِ العَمَلِيَّاتِ المُنَظَّمِيَّة

✓ **مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة**

Day 3 (7 Hours)	

Conduct Procurements	تَديرُ التَّوريدات

English	Arabic
✓ **Conduct Procurements:** *Inputs*	✓ تَدبيرُ التَّوريدات:/المُدخلات
• Project management plan	• خُطَّةُ إدارَةِ المَشْروع
• Project documents	• وَثائِقُ المَشْروع
• Procurement documentation	• بَياناتُ التَّوْريداتِ المُوَثَّقة
• Seller proposals	• عُروضُ البائِعين
• Enterprise Environmental Factors (EEFs)	• عَوامِلُ بِيئَةِ المَشْروع (EEFs)
• Organizational Process Assets (OPAs)	• مَوْجودُ العَمَليَّاتِ المُنَظَّمِيَّة (OPAs)
✓ **Conduct Procurements:** *Tools and Techniques*	✓ تَدبيرُ التَّوريدات:/الوسائلُ والتَّقنِيَّات
• Expert Judgment	• اجْتِهادُ الخُبَراء
• Advertising	• عَمَلُ الإعْلانات
• Bidder conferences	• مُؤْتَمَراتُ العارِضِين
• Data analysis	• تَحْليلُ البَيانات
• Interpersonal and team skills	• المَهاراتُ البَيْشَخْصِيَّةُ (Interpersonal) وَالعَمَلُ الجَماعيّ
✓ **Conduct Procurements:** *Outputs*	✓ تَدبيرُ التَّوريدات:/المُخرجات
• Selected sellers	• البائِعينَ المُخْتارين
• Agreements	• الاتِّفاقات
• Change requests	• طَلَباتُ التَّغْيير
• Project management plan updates	• مُسْتَجَدَّاتُ خُطَّةِ إدارَةِ المَشْروع
• Project documents updates	• مُسْتَجَدَّاتُ وَثائِقِ المَشْروع
• Organizational process assets updates	• مُسْتَجَدَّاتُ مَوْجودِ العَمَليَّاتِ المُنَظَّمِيَّة
✓ **Discussing and handling Pertinent Situations**	✓ مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة

Day 4 (7 Hours)

Control Procurements	ضبطُ التَّوريدات
✓ **Control Procurements:** *Inputs*	✓ ضبطُ التَّوريدات:/المُدخلات
• Project Management Plan	• خُطَّةُ إدارَةِ المَشْروع
• Project Documents	• وَثائِقُ المَشْروع
• Agreements	• الاتِّفاقات
• Procurement Documentation	• بَياناتُ التَّوْريداتِ المُوَثَّقة
• Approved change requests	• طَلَباتُ التَّغْيِيرِ المُقَرَّة

English	Arabic
• Work performance data	• بَيانَاتُ أَداءِ الأَعْمال
• Enterprise Environmental Factors (EEFs)	• عَوامِلُ بِيئَةِ المَشْرُوع (EEFs)
• Organizational Process Assets (OPAs)	• مَوْجُودُ العَمَلِيَّاتِ المُنَظَّمِيَّة (OPAs)
✓ **Control Procurements:** *Tools and Techniques*	✓ **ضبطُ التَّوريدات:** *الوسائلُ والتَّقنِيَّات*
• Expert Judgment	• اجْتِهادُ الخُبَراء
• Claims administration	• إدارَةُ الدَّعاوَى التَّنْفِيذِيَّة
• Data Analysis	• تَحْلِيلُ البَيانات
• Inspection	• المُعايَنَة
• Audits	• بَياناتُ التَّدْقِيق
✓ **Control Procurements:** *Outputs*	✓ **ضبطُ التَّوريدات:** *المُخرجات*
• Closed procurements	• التَّوْرِيداتُ المُتَمَّمَة
• Work performance Information	• مَعْلُوماتُ أَداءِ الأَعْمال
• Procurement documentation Updates	• مُسْتَجَدَّاتُ بَياناتِ التَّوْرِيداتِ المُوَثَّقَة
• Change requests	• طَلَباتُ التَّغْيِير
• Project management plan Updates	• مُسْتَجَدَّاتُ خُطَّةِ إدارَةِ المَشْرُوع
• Project documents updates	• مُسْتَجَدَّاتُ وَثائِقِ المَشْرُوع
• Organizational process assets Updates	• مُسْتَجَدَّاتُ مَوْجُودِ العَمَلِيَّاتِ المُنَظَّمِيَّة
✓ **Discussing and handling Pertinent Situations**	✓ **مناقشةُ ومعالجةُ حالاتٍ ظرفيةٍ ذات عَلاقة**