



Project Procurement Management HE547S

This 3-day course is designed for people who are or expect to be involved in procuring products or services to support meeting project goals. It emphasizes partnering between buyers and sellers to create a single culture with one set of goals and objectives. It covers the six key project procurement management processes: plan purchases & acquisitions, plan contracting, request seller responses, select sellers, contract administration and contract closure.

Project Procurement Management

**Links to local
schedules,
pricing and
registration** [US/Canada](#)
[Mexico/Latin America](#)
[Brazil](#)

HP course # HE547S

Category Project Management

Duration 3 days

Special note

Thank you for considering HP Education Services for your Project Management/Business Analysis (PM/BA) training needs. We provide the following delivery options:

If you are an individual interested in attending this course, you may do so by clicking on the schedule link for Unites States/Canada. This will take you to the Management Concepts site where you can register for the class. You may also use your HP Care Pack Credits to pay for the class, in addition to standard payment options.

If your organization is interested in conducting a class at your location, or a virtual instructor led delivery for one of the listed courses, please [contact us](#) to obtain a quote based on your delivery requirements. (Note: Must have a minimum of 8 individuals for onsite deliveries)

Audience

- This course is intended for project managers interested in best practices that apply to diverse projects in multiple industries. It is especially suited for people seeking project management certification
- By successfully completing this course, the participant earns 21 educational contact hours or PDUs which may be applied to meet PMI® requirements for initial or continuing certification requirements

Prerequisites

- Formal project management training such as that available in the Project Management Fundamentals (HC577S) course plus other core project management courses

Course objectives

Learn how to:

- Conduct a make-or-buy analysis
- Prepare a procurement management plan
- Identify strategic advantages of specific contract types
- Use outsourcing effectively
- Establish a partnering program
- Perform a successful evaluation
- Work effectively in contract negotiation
- Manage seller performance
- Lead a project through contract closeout

Benefits to you

- Gain a working knowledge of facts, terminology, or processes related to project procurement that can be used to perform your job
- See how partnering between buyers and sellers can create a single culture with one set of goals and objectives
- Understand the key areas in procuring outside services and products from the initial decision to buy through final contract closeout
- Review the factors for success in six project procurement management processes: plan purchases and acquisitions, plan contracting, request seller responses, select sellers, contract administration, and contract closure

Certifications/exams

- Successful completion of this course earns 14 educational contact hours or PDUs which may be applied to meet PMI® education requirements

Next steps

- Managing Multiple Projects (HE549S) or other advanced Project Management topics leading to recognition of your knowledge and skill by passing the Project Management certification examination appropriate to your country or region

Course outline

Procurement Management Overview

- Project procurement management
- The relationship between projects and contracts
- Ensuring a successful procurement process

Plan Procurements

- Planning procurements and acquisitions
- Inputs to the procurement management plan
- Conducting make-or-buy analyses
- Contracting vehicles
- Recommending the best contracting methods
- Preparing the procurement management plan
- Preparing a statement of work

Conduct Procurements

- The bid solicitation process
- Sources of prospective sellers
- Key principles for conducting a bidder's conference
- Protocols for communicating with prospective sellers
- Identifying actions from the seller's point-of-view

Manage Procurements

- The purpose of procurement management
- Roles and responsibilities: project team, contracting organization, and sellers
- Managing seller performance
- Outputs of the contract management process

Close Procurements

- The procurement closure process
- Contract documentation
- Formal acceptance and closure for sellers
- "Lessons learned" analyses

Outsourcing and Partnering

- Reasons for outsourcing
- Phases in the outsourcing process
- Outsourcing effectively
- Establishing a partner program
- Effective partnering agreements
- Benefits of partnering

Procurement Negotiation

- Stages of negotiation
- Common practices during negotiation stages
- Negotiation styles and their benefits and shortcomings
- Strategies to enhance your position during negotiations
- Conducting procurement negotiations with potential sellers
- Documenting negotiation agreements
- Ethical vs. unethical negotiating

Learn more at

hpe.com/us/training/projectmanagement