



Vendor and Supplier Management

Duration: 2 days

“ PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. ”

Sydney Training Centre

Level 5, 45 Clarence Street
Sydney NSW 2000
P: 1300 70 13 14
www.pm-partners.com.au
info@pm-partners.com.au

Melbourne Training Centre

Saxons
Level 8, 500 Collins Street
Melbourne VIC 3000
P: 1300 70 13 14

Singapore Training Centre

20 Bendemeer Road #03-12
Singapore 339914
P: +65 6818 5771
www.pm-partners.com.sg
info@pm-partners.com.au

Overview

A large number of organisations in-source and outsource key functions. The ultimate success is based on the quality of service provided, and on the ability to continually improve vendor performance.

This course offers a systematic approach to the end-to-end processes of sourcing, selecting and managing vendors in programs and projects. It follows the best practices described in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

It aims to equip participants with the skills and techniques required to establish more successful commercial relationships with vendors who provide the products and services required to successfully deliver an organisation's programs and projects.

Course Objectives

This course is about:

- Establishing a context for vendor management within procurement
- Establishing an understanding of the Procurement Life Cycle
- Identifying procurement requirements in projects
- Exploring types of commercial relationships
- Evaluating, selecting and monitoring suppliers
- Understanding the basics of a contract
- Managing the ongoing contract
- Final acceptance and administrative closure

Course Summary

Introduction to Procurement

- Why organisations procure goods and services
- Definition of Procurement, and how it fits into the Project Life Cycle
- Types of supplier relationships
- Supplier relationship models
- Roles and accountabilities of procurement and project professionals

Vendor and Supplier Management

Who should attend?

This course is designed for:

- PMO Managers
- Program Managers
- Project Managers
- Managers and Team Leaders involved in selecting or managing vendors

Prerequisites

To gain the most benefit from participation in this course, participants should be involved in selecting and/or managing vendors.

Development Units

Participants who have been awarded the Project Management Professional (PMP)[®] credential by the Project Management Institute (PMI)[®] are eligible to earn **14 PDUs** for their participation in this course (8 Technical, 5 Strategic and Business Management, 1 Leadership).

Participants holding any of the Project Management accreditations (CPPP/ CPPM/ CPPD) are eligible to earn **20 CPDs** for this short course.

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The Procurement Management Life Cycle

- Vendor Management Life Cycle
- Vendor Management Framework
- Procurement Phase activities at a glance

Plan Procurements

- Procurement Planning Phase overview and activities
- Determining procurement management requirements (make or buy, cost-benefit analysis)
- Risk Management for Vendor/Supplier Relationships
- Developing procurement Statements of Work
- Options for gathering required information (EOI, RFP, RFT, ITR)
- Developing assessment criteria
- Creating a tender evaluation plan
- Selecting the right contract type
- Developing a Contract Management Plan

Conduct Procurements

- Conduct Procurements Phase overview and activities
- Principles of tender evaluation
- Obtaining and evaluating tender responses
- Selecting and engaging vendors
- Designing and negotiating the right contract
- Establishing performance standards and measures

Administer Procurements

- Administer Procurements Phase overview and activities
- Managing the Vendor Relationship using a Relationship Management Plan
- Measuring and monitoring vendor performance
- Managing risk

Close Procurements

- Close Procurements Phase overview and activities
- Assessing success
- Conducting final testing, acceptance and handover
- Reviewing the contract
- Identifying and documenting lessons learned

Course Delivery

Trainers of this course will use a case study delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

Courses are facilitated by our expert team and can be conducted onsite or at our premises. All courses can be customised to suit your requirements.

Materials: A comprehensive participant handbook is provided, which includes a set of sample vendor management documents that can be customised to your purposes.