

## PROCUREMENT AND CONTRACT MANAGEMENT

This is the sixth course in the Project Management Essentials Certificate Program.

**3 DAYS**

The procurement of complex goods and services is an important component of most projects. These goods and services can be procured internally from within the organization or from external suppliers. Determine how to conduct a procurement requirements analysis, develop a procurement plan, then execute, oversee, and close procurements over their lifecycle. Learn how to develop specifications, statements of work, evaluation criteria, and bases of payment. A mix of case studies, exercises, and group discussions contribute to a comprehensive learning experience.

### TOPICS COVERED

- Aligning procurement processes with the project life cycle
- Key terms used in the procurement process
- Requirements definition and procurement planning
- Sourcing and selection strategies
- Creation of fundamental procurement documents including specifications, statements of work specifications, evaluation criteria and pricing structures
- Proposal evaluation
- Contract administration challenges and solutions

### WHO SHOULD ATTEND

- New project managers
- Prospective project manager, project coordinators or project team members
- Those looking to pursue a career in project management

### PREREQUISITES

- PME1: Introduction to Managing Projects

*This course is eligible for 21 Project Management Institute Professional Development Units.*

# ABOUT THE PROJECT MANAGEMENT ESSENTIALS CERTIFICATE PROGRAM

The Project Management Essentials program offers practical, hands-on training in the fundamental knowledge and skills needed in today's project management field. Crafted by top industry experts and educators, this comprehensive program blends industry insights with best practices, delivering a well-rounded training experience for both experienced Project Managers and individuals aspiring to build a career in project management.

You can take any five of the seven courses in any order, either as standalone courses or to fill specific knowledge gaps. To earn the certificate, you must complete all seven courses within three years, with the first course being *Introduction to Managing Projects* and the final course being *Project Implementation and Closure*. Successful completion of the program will earn you a Project Management Essentials certificate from Algonquin College.

Courses in the Project Management Essentials Program:

- Introduction to Managing Projects (3 days)
  - Resource, Communications and Stakeholder Management (3 days)
  - Project Schedule and Cost (3 days)
  - Project Risk Management (3 days)
  - Project Quality Management (2 days)
  - Procurement and Contract Management (3 days)
  - Project Implementation and Closure (3 days)
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## HOW TO REGISTER

Call: 1.833.282.6852

Email: [training@algonquincollege.com](mailto:training@algonquincollege.com)

Register online: [algonquincollege.com/corporate](http://algonquincollege.com/corporate)