Training Course on Project Procurement

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's complex project environments, effective **project procurement management** is no longer just an administrative function; it's a critical driver of **project success**, **cost optimization**, and **risk mitigation**. Missteps in sourcing, contracting, or supplier management can lead to significant budget overruns, schedule delays, and compromised quality. Mastering the intricacies of the **procurement lifecycle**, from strategic planning and **vendor selection** to **contract negotiation** and administration, is essential for delivering projects on time, within budget, and to the required standards. Strong procurement practices ensure access to the best resources, foster robust supplier relationships, and safeguard organizational interests.

This intensive training course provides participants with the practical knowledge, **best practices**, and strategic insights needed to navigate the entire **project procurement process** effectively. Participants will learn to develop robust **procurement strategies**, craft clear requirements, manage competitive **solicitation processes**, negotiate favorable terms, and administer contracts for optimal **supplier performance**. By focusing on **value delivery**, **risk management**, and **ethical considerations**, this program equips professionals to transform procurement from a transactional necessity into a strategic advantage, directly contributing to enhanced project outcomes and overall organizational **supply chain optimization**.

Programme Curriculum

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Course Objectives

Upon successful completion of this training, participants will be able to:

1. Master the end-to-end **project procurement lifecycle** and its integration with project management.
2. Develop comprehensive **procurement management plans** aligned with project objectives and **strategic sourcing** goals.
3. Craft precise Statements of Work (SOWs), specifications, and terms of reference using **requirements engineering** principles.
4. Implement effective **vendor identification**, pre-qualification, and **market analysis** techniques.
5. Manage various **solicitation methods** (RFP, RFQ, RFI) efficiently for competitive bidding.
6. Conduct objective and thorough **bid evaluation** and **source selection** processes.
7. Apply advanced **negotiation strategies** and tactics to secure optimal contract terms and pricing (**value engineering**).
8. Analyze and select appropriate **contract types** (Fixed-Price, Cost-Reimbursable, T&M) based on project context.
9. Execute robust **contract administration** processes, including change control and performance monitoring.
10. Implement effective **Supplier Relationship Management (SRM)** frameworks to foster collaboration and performance.
11. Identify, assess, and **mitigate procurement risks** throughout the project lifecycle.
12. Uphold the highest **ethical standards** and ensure **compliance** in all procurement activities.
13. Leverage insights from **digital procurement** tools and understand trends like **sustainable** and **agile procurement**.

Organizational Benefits

- **Reduced Costs:** Improved negotiation, better sourcing, and prevention of scope creep.
- **Mitigated Risks:** Proactive identification and management of supplier, contract, and market risks.
- **Enhanced Supplier Performance:** Clear expectations, effective monitoring, and stronger relationships.

- **Improved Compliance:** Adherence to legal, ethical, and organizational procurement policies.
- **Faster Project Delivery:** Efficient procurement processes reduce delays in acquiring necessary goods/services.
- **Increased Value:** Focus on total cost of ownership and strategic value beyond lowest price.
- **Better Project Outcomes:** Aligning procurement activities directly with project goals and quality standards.
- **Stronger Negotiation Positions:** Equipping staff with proven techniques and strategies.

Target Participants

1. Project Managers & Program Managers
2. Procurement Officers, Specialists, & Managers
3. Contract Administrators & Managers
4. Supply Chain & Logistics Professionals
5. Project Team Members involved in sourcing/vendor interaction
6. Finance & Cost Control Managers overseeing project budgets
7. Technical Leads & Engineers defining specifications
8. Operations Managers relying on project deliverables

Course Outline

Module 1: Foundations of Strategic Project Procurement

- Defining Project Procurement Management vs. Operational Procurement
- The Critical Role of Procurement in the **Project Management Lifecycle** (PMBOK® alignment)
- Understanding Key Terminology: Buyer, Seller, Contract, SOW
- Procurement Ethics, **Compliance**, and Professional Responsibility
- Centralized vs. Decentralized Procurement Structures

Module 2: Procurement Planning & Strategy Development

- Make-or-Buy Analysis and **Outsourcing Decisions**
- Developing the **Procurement Management Plan**
- Identifying Project Needs & Requirements Gathering
- **Market Research** and Preliminary Vendor Assessment
- Integrating **Risk Management** into Procurement Planning

Module 3: Crafting Effective Procurement Documentation

- Writing Clear and Concise Statements of Work (SOWs)
- Developing Technical Specifications and Performance Requirements
- Understanding Different **Solicitation Documents**: RFP, RFQ, RFI
- Defining Evaluation Criteria and Weighting Systems
- Establishing Contract Terms & Conditions Preliminaries

Module 4: Sourcing, Solicitation & Vendor Management

- **Strategic Sourcing** Methodologies
- Identifying and Qualifying Potential Suppliers (**Vendor Screening**)
- Conducting Bidder Conferences and Managing Q&A
- Advertising Opportunities and Managing Solicitation Responses

- Building and Maintaining a Qualified **Supplier Database**

Module 5: Bid Evaluation, Selection & Negotiation

- Establishing the Source Selection Evaluation Board (SSEB)
- Applying Evaluation Criteria: Technical & Commercial Scoring
- Techniques for Analyzing Proposals and Bids (**Bid Comparison**)
- Planning and Conducting Effective **Contract Negotiations**
- Understanding BATNA (Best Alternative To a Negotiated Agreement)

Module 6: Contract Award & Administration Essentials

- Understanding Key **Contract Types** (Fixed Price, Cost Plus, T&M)
- Finalizing and Awarding the Contract Document
- Kick-off Meetings and Establishing Communication Protocols
- Monitoring **Contract Compliance** and Deliverables
- Managing Contract Changes (**Change Control Process**)

Module 7: Managing Supplier Performance & Relationships (SRM)

- Establishing Key Performance Indicators (KPIs) for Suppliers
- Techniques for Monitoring and Measuring **Supplier Performance**
- Addressing Performance Issues and Contract Disputes
- Building Collaborative **Supplier Relationships**
- Conducting Supplier Performance Reviews

Module 8: Contract Closeout, Risk & Modern Trends

- Formal Contract Acceptance and Final Payments
- Procurement Audits and Lessons Learned Documentation
- Managing **Procurement Records** and Archiving
- Emerging Trends: **eProcurement**, **Sustainable Sourcing**, **Agile Procurement**
- Advanced **Risk Mitigation** Strategies in Procurement

Training Methodology

This course utilizes a blended learning approach combining:

- Interactive Instructor-Led Presentations
- Real-World Case Studies & Analysis
- Group Discussions and Collaborative Exercises
- Role-Playing (especially for Negotiation scenarios)
- Practical Application using Templates & Checklists
- Q&A and Experience Sharing Sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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