

A LDI Training Course

Learn how to:

- Better manage project and procurement in contracting process
- Conduct a make-or-buy analysis
- Prepare a procurement management plan
- Identify strategic advantages of specific contract types
- Perform successful evaluation
- Manage seller performance
- Lead a project through contract closeout

PMBOK® 5th Edition Guide Knowledge

Areas :

1. Project Integration Management
2. Project Scopes Management
3. Project Quality Management
4. Project Time Management
5. Project Cost Management
6. Project Risk Management
7. Project Human Resource Management
8. Project Procurement Management
9. Project Communications Management
10. Project Stakeholder Management

EFFECTIVE PROCUREMENT and CONTRACT MANAGEMENT

COURSE OVERVIEW

This course is designed to provide a detailed treatment on the subject of project procurement management. Many projects fail due to lack of adequate Project Procurement Standards and Frameworks.

In this very practical course you will learn the insights, best practices and techniques that you can apply immediately to manage your projects more successfully and efficiently.

Who should attend?

- *Procurement or SCM Project Team*
- *Legal & Contract Engineers*
- *Project Engineers*
- *Project Cost & Control Engineers*
- *Accountants, auditors and finance people*
- *Anyone who is involved in a project*

Course Outline

Project Management Concepts & Principles

- a) What are project? , Standards & Codes, and Certifications
- b) Creation of a project, formal & informal bases.
- c) Explain the need for project management, goals & objectives.
- d) Describe the project life cycle.
- e) Key project roles & Stakeholder management

Project Organizational Structures

- a) Describe the ways groups are organized into projects.
- b) Explain the roles and responsibilities of project team members.
- c) Explain the relationship between project managers and line managers, especially in terms of the division of responsibility and authority.

Procurement Management Overview

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

Plan Procurements

- a) Planning procurement and acquisitions
- b) Inputs to the procurement management plan
- c) Conducting make-or-buy analyses
- d) Contracting matters
- e) Recommending the best contracting methods
- f) Preparing the procurement management plan

Conduct Procurement

- a) The bid solicitation process
- b) Sources of prospective seller
- c) Key principles for conducting a bidder's conference
- d) Protocols for communicating with prospective sellers

Manage Procurements

- a) The purpose of procurement management
- b) Roles and responsibilities: project team, contracting organization, and sellers

- c) Managing seller performance
- d) Outputs of the contract management process

Close Procurements

- a) The procurement closure process
- b) Contract documentation
- c) Format acceptance and closure for sellers
- d) Outputs of the contract management process
- e) Lesson learned analyses

Developing Contract Pricing Agreements

- a) Uncertainty and risk in contract pricing
- b) Categories and types of contracts
 - Incentive
 - Fixed price
 - Time and Materials
 - Cost reimbursement
- c) Selecting contract types

COURSE INSTRUCTOR

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Mr. Pulung Rahardjo is a well recognized expert in project management in the oil and gas industry. He received Bachelor degree in Aeronautical Engineering from Institute of Technology Bandung (ITB) on 1981. He has 35 years of working experience as Project Management Senior Staff in the Oil & Gas Onshore & Offshore Industry. He is a well sought after consultant and lecturer in the field of project management.