

Learn how to:

- 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 a successful evaluation
- Manage seller performance
- Lead a project through contract closeout

PMBOK® 6th Edition Guide Knowledge Areas :

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

PROCUREMENT and CONTRACT MANAGEMENT in OIL & GAS INDUSTRY

by

Ir. Pulung Susilo Rahardjo

The benefit after completing this course the participants will have a better knowledge & skill on Project Procurement & Contract Management in accordance with International Management Standards by PMI.

COURSE OVERVIEW

This course has been designed to provide a more nourished treatment on the subject of project procurement management delivered by one the leading icons in the field of project management and procurement contract management. The insights, best practices and techniques you will learn in this workshop can be applied and practiced in projects. Often failures to projects are caused by lack of adequate Project Procurement Standards and Frameworks within organizations. Therefore the workshop has been designed to assist professional and practitioners who would like to develop their abilities and insight in the field of Project Procurement and Contract Management best practices. How can project procurement and contract management influence and facilitate effective project management?

Objectives

This course examines project procurement management roles and environments, the procurement life cycle and various techniques of work planning, and control and evaluation to achieve deliverable objectives. The tools currently available to project and procurement management team are discussed throughout this course.

Course Methodology

The Course is designed to be taught interactively with syndicates and personal exercises, facilitation of group discussions, training videos, and discussions of real life examples.

Organizational Impact:

The Company organization will benefit by:

- Increase procurement & contract personal effectiveness & soft skills
- Better production or deliverable of procurement outcomes
- Understanding of Procurement Life Cycle Issues
- Alignment of procurement and project or stakeholder goals
- Understanding conflicts and resolving them
- Staff understanding of procurement reporting issues, control skills and closeout.

Personal Impact:

Attendees will gain by participation in this program through:

- Gain a working knowledge of facts, terminology, or process related to project procurement that can be used it 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 I six project procurement management processes: plan purchase and acquisitions; plan contracting; request seller responses; select sellers; contract administration, and contract closure.

Who should attend?

- *Procurement or SCM Project Team*
- *Legal & Contract Engineers*
- *Project Engineers*
- *Project Cost & Control Engineers*
- *Project Planner & Scheduler*
- *Project Cost Estimator*
- *Cost Accounting*
- *Financial Controller*
- *Cooperate & Business Planning*
- *Auditor*
- *Document Controller*

- *Project & Operation Secretary*
- *Person who get benefit for attending this Course*

Course Topics

Project Management Concepts & Principles

- a) What are project? , Standards & Codes, and Certifications
- b) Creation of a project, formal & informal bases.
- c) Define the characteristics of a project.
- d) Explain the need for project management, goals & objectives.
- e) Compare and contrast the roles of project managers in organizational environments.
- f) Describe the systems development cycle_project life cycle.
- g) Explain the roles of systems analysis and systems management in the life cycle of a project.
- h) Key project roles & Stakeholder management
- i) Best practise in project benchmarking

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.
- d) Develop plan communication

Procurement Management Overview

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

Plan Procurements

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

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
- e) Identifying actions from the seller's point-of-view

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 INSTRUCTORS

Ir. Pulung Susilo Rahardjo

He received Bachelor degree in Aeronautical Engineering from Mechanical Engineering Department, Industrial Engineering Faculty, Bandung Institute of Technology (ITB) on 1981. He has a professional and practice experiences as Project Management Senior Staff more than 35 years in National & Multinational Company special Oil & Gas Onshore & Offshore Industry. He also attended at many project management seminar & course program at Indonesian & overseas institution. He retired from Petronas Carigali Indonesia (PCINO) on year 2014 and focused in Project Management Advisor and Project Management Instructor.

PROTOKOL KESEHATAN CORONA VIRUS DISEASE 2019 (COVID 19) UNTUK PELATIHAN TATAP MUKA

Dalam pengadaan pelatihan offline (tatap muka) mengenai protokol kesehatan Corona Virus Disease 2019 (COVID19), kami dari LDI Training dalam penyelenggaraannya akan mengacu atau menyesuaikan dengan Instruksi Menteri Dalam Negeri (IMENDAGRI) No. 29/2022 tertanggal 6 Juni 2022. Diantaranya bahwa PPKM pada Kabupaten dan Kota di wilayah Jawa dan Bali dengan kriteria Level 1 (satu) sebagaimana dimaksud pada Diktum Kesatu dilakukan dengan menerapkan kegiatan sebagai berikut:

Pelaksanaan pembelajaran di satuan pendidikan dapat dilakukan melalui pembelajaran tatap muka terbatas dan/atau pembelajaran jarak jauh berdasarkan Keputusan Bersama Menteri Pendidikan dan Kebudayaan, Riset dan Teknologi, Menteri Agama, Menteri Kesehatan dan Menteri Dalam Negeri No 01/KB/2022, Nomor 408 Tahun 2022, Nomor HK.01.08/ MENKES/ 1140/2022, Nomor 420-1026 Tahun 2022 tentang Panduan Penyelenggaraan Pembelajaran di Masa Pandemi *Coronavirus Disease 2019 (COVID-19)*

Adapun untuk para peserta yang akan mengikuti pelatihan offline ini dapat mengikutinya dengan ketentuan sebagai berikut:

- Wajib mengikuti aturan protokol kesehatan yang ditentukan oleh Kementerian Kesehatan
- Wajib menggunakan aplikasi PeduliLindungi untuk melakukan skrining sebelum pelatihan berlangsung terhadap semua peserta, instruktur termasuk penyelenggara pelatihan.
- Wajib memakai masker dengan tetap menjaga protokol kesehatan

Terkait pengaturan teknis pelaksanaan untuk pelatihan offline tersebut akan diatur sesuai protokol kesehatan antara lain

- Menjaga jarak minimal 1,5 meter termasuk dalam layout ruangan
- Membatasi jumlah peserta di dalam kelas maksimal 15 orang
- Jadwal pelatihan sesuai dengan jadwal pelatihan (terlampir)
- Menggunakan masker
- Mencuci tangan memakai sabun / menggunakan hand sanitizer
- Menerapkan etika batuk dan bersin
- Harus dalam kondisi sehat, atau jika sedang mengidap sakit lain harus dalam kondisi terkontrol dan tidak menular
- Tidak memiliki gejala COVID-19 atau penyakit bawaan lainnya.
- Tidak diperbolehkan istirahat ke luar lingkungan tempat pelatihan berlangsung. Jika ada kepentingan di luar lingkungan tempat pelatihan berlangsung diperbolehkan, namun harus dengan protokol kesehatan.