

Course	Procurement planning and specification development
Course outline	<p>This module which will be delivered in a workshop format will aid you learn what is involved in procurement planning and its relevance in developing right specification. These are crucial in meeting procurement goals and objectives. We shall start with learning to assess procurement requirements, then examine critical aspects of procurement planning, know what is included in a procurement plan and then figure out the preparations required in drafting good specifications.</p> <p>The hands-on activities and examples covered during the session will support you in building procurement planning and specification writing skills. Classroom discussions, group activities and delivery by the experienced and qualified trainers will augment the overall learning experience.</p>
Target audience	Any manager/ team leader/ team member responsible for managing/ contributing in their unit's procurement activities within local government.
Topics covered	<ul style="list-style-type: none"> <li>➤ Section:1 Assess procurement requirements <ul style="list-style-type: none"> <li>○ Business needs analysis</li> <li>○ Stakeholders consultation and management</li> <li>○ Scoping of requirements</li> <li>○ Market research and analysis</li> </ul> </li> <li>➤ Section 2: Procurement planning <ul style="list-style-type: none"> <li>○ Factors affecting procurement planning</li> <li>○ Focus areas of planning</li> <li>○ Resource requirements</li> <li>○ Costing</li> <li>○ Approvals</li> <li>○ Procurement plan</li> </ul> </li> <li>➤ Section 3: Fundamentals of specification <ul style="list-style-type: none"> <li>○ Understanding specification and its relevance</li> <li>○ Statement of Work (SOW)</li> <li>○ Characteristics of good specification</li> <li>○ Types of specification</li> </ul> </li> <li>➤ Section 4: Specification development <ul style="list-style-type: none"> <li>○ Process of developing specification</li> <li>○ Inclusions</li> <li>○ Structure and contents</li> <li>○ Specification writing</li> <li>○ Document control</li> </ul> </li> <li>➤ Section 5: Going to the market <ul style="list-style-type: none"> <li>○ Tendering options</li> <li>○ Tendering documents</li> </ul> </li> </ul>
Delivery mode	Face-to-Face/Online via Zoom Platform in a workshop format.
Duration & Date	Full day (9.00 AM-4.00 PM). Please refer to <a href="#">LGP Training Calendar</a> for dates.
Training Venue	LGP Office Sydney/Regional Locations/Onsite
Course Fee	For public courses in Sydney \$650.00 (excl GST). For public courses in Regional Areas: \$750.00 (excl. GST). For onsite delivery- Request for Quote on <a href="mailto:training@lgp.org.au">training@lgp.org.au</a>
To register	<a href="#">Click here</a>
Do you have any question/ need quote?	Please contact Niv Roy, Head of Training on 02 8270 8709/ 0406 621 023 or send an email to the training team at <a href="mailto:training@lgp.org.au">training@lgp.org.au</a> .

\* PS: This is not an accredited course. A Certificate of Attendance will be issued to all participants on completion of this training.