BELLEVUE COLLEGE

BUSINESS & PROFESSIONAL PROGRAMS

Project Procurement and Contract Management

What do project managers need to know about their role in procurement and contracts? Learn about key procurement concepts based on the PMBOK® Guide. Take a step-by-step first look at key terms and activities that every PM needs to know to have a good foundation in this important knowledge area.

Who should take this course?

These is an introductory course designed for those who have limited or no experience with project procurement and contract management and seek a basic understanding of standard concepts, tools and techniques used to manage procurement projects effectively based on the PMBOK Guide. This is an elective course for the Project Management certificate program.

Course Objectives

- Outline key procurement management concepts, terms, tools and techniques.
- Recognize key contract concepts and terms using a case.

Course Details

- Length: 6 hours
- Classroom Type: Lecture
- Prerequisites: None

  The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.

Course Contents

Outline key procurement management concepts, terms, tools and techniques.

- Describe the processes used to plan for purchases and contracting.
- Describe the processes used to select vendors.
- Describe the processes used to manage contracts.
- Describe the process used to complete contracts.
- Discuss the procurement-related role and responsibilities of a project manager.

Recognize key contract concepts and terms using a case.

- Define key contract terms.
- Identify basic contract types.
- Explain how different contract types may be used to address project risks appropriately.
- Use procurement concepts and terms to discuss a sample contract.