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# TOOLBOX

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## Purchasing for Project Managers

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Do's and don'ts to successfully  
manage purchases for large  
projects.

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Philip Meyers

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# Do's and don'ts to successfully manage purchases for large projects.

## Content

This training will provide Project Management Professionals with the necessary techniques to understand better how Purchasing works, how to include Purchasing in the framework of the Project, and how to Purchase in a professional way.

## Target Group

Project Managers  
Project Directors  
Program Managers  
Project Procurement Managers  
Any employee who is working in Projects and is involved in Purchasing

## Objectives

It is key to the success of every project to keep costs and timelines under control. Therefore, it is important to pay the necessary attention to every aspect of Purchasing. Participants will learn to execute the Purchasing Process systematically. Not only will they be able to purchase better themselves, but also will they know better how much time and resources it will take to purchase, and how to interact with Purchasing Professionals who come to assist.

## Program

### Approach

#### Context

- The difference between Project Buying and Process Buying
- Purchasing Strategy: Kraljic

#### The sourcing Process

- Specifications
- Request For Information (RFI)
- Request For Proposal or Quotation (FRP & RFQ)
- Supplier selection: comparing offers
- The Contract & Service Level Agreement (SLA)
- Vendor Management

#### Project buying

- The Work Breakdown Structure (WBS) of the Sourcing Process
- The RACI of the Sourcing Process



### Basics of Negotiating

- The basics of negotiations
- How to determine our negotiation position
- Some Negotiation tactics
- The Negotiation Preparation checklist

### Case study

A comprehensive case that shows the complete process

### Exercise

Participants will create a Procurement Plan as a part of a complete Project Plan

