



## How to Buy and Sell Almost Anything on a Project

### Course Description

Are you often involved with contracts on projects? Are you having trouble getting work delivered from a project-related vendor? Do you feel uncomfortable dealing with legal documents, attorneys and contract language? Do you need to get more work? If so, this invaluable 4 hour class is exactly what you need to master both buying and selling.

Created for contract managers, project managers, sales people, and members of the client and contractor teams, this class covers the entire process for buying and selling on projects. In addition, the course will break down often-ignored topics like creating winning proposals, choosing the best proposal, preventing changes and claims, and making more money. If you are struggling with contracts on projects, let RMC Project Management show you how buying and selling on projects can be positive and fun.

### Course Objectives

At the completion of this course, students will be able to:

- Plan, manage and control contracts more effectively
- Ensure project work is completed with fewer problems
- Understand both the buyer and seller perspective
- Maximize the efforts of clients and contractors
- Manage changes while controlling project costs
- Avoid common project-related buying and selling pitfalls
- Easily evaluate and find vendors and contractors
- Increase their comfort level with the contract and procurement process

### Course Outline

#### Introduction

- Why you should care about the buying and selling process
- The value of knowing what the other side does
- What the buying and selling procurement process REALLY is

#### Planning First

- What you need before you can start buying and selling on projects
- Make or buy analysis
- Estimating and non-disclosure agreements
- Understanding the main contract types
- Using incentives to motivate sellers
- Tricks for creating good procurement documents
- Non-competitive forms of procurement
- Contract terms and conditions and how should you be involved
- Managing the selection process

#### Conducting Procurements

- What to do before you submit a proposal or bid
- Tricks for preparing great proposals and bids
- How to evaluate proposals and bids
- Tricks of the Trade® for presentations

#### Administering Procurements

- How to control the work and contract
- What to focus your efforts on for each contract type
- Where changes come from and how can you spend less time managing them
- Claims, breach and basics of interpreting contract language

### Duration & Units:

2 Days, 12 PDU/Contact Hours

### Level of Knowledge



Beginner

Intermediate

Advanced

### Audience:

This course is designed for contract managers, project managers, sales people, and members of the client and contractor teams, this class covers the entire process for buying and selling on projects. In addition, the course will break down often-ignored topics like creating winning proposals, choosing the best proposal, preventing changes and claims, and making more money.

### Course Benefits:

- Gain an understanding of the buyer and seller perspective
- Learn to communicate more effectively
- Increase their comfort level with the contract and procurement process

### Course at-a-Glance:

- 2 Days, 12 PDU/Contact Hours
- 9 am to 4 pm

### Other Recommended Courses:

- Creating a Winning Work Breakdown Structure
- Secrets for Dealing with Difficult Teams
- Project Estimating: How to Bullet Proof Your Project Plan

continued...

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### Course Outline *(continued)*

#### Closing Procurements

- The value of learning your lessons
- What the buyer and seller should do when the work is done
- Applying this Class to the Real World

#### Course Materials

Students will receive the following materials with the course attendance:

- How to Buy and Sell Almost Anything on a Project Student Slides
- How to Buy and Sell Almost Anything on a Project Student Workbook

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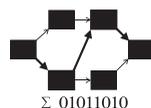
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