

**ITT Technical Institute**

**PM3420**

**Procurement and Contract Management**

**Onsite Course**

**SYLLABUS**

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**Credit hours:** 4.5

**Contact/Instructional hours:** 45 (45 Theory Hours)

**Prerequisite(s) and/or Corequisite(s):**

Prerequisites: PM3225 Project Management Tools and Techniques or equivalent

**Course Description:**

This course examines the preparation and analysis of a project procurement plan, following guidelines described in the PMBOK® Guide. Topics include logistics, ethics, closure and administration of the procurement process, including required documentation

## **Where Does This Course Belong?**

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This is a core course in the Project Management and Administration Bachelor degree program for all options.

This program exposes students to fundamental knowledge and skills utilized in entry-level project management and administrative positions, including planning, organizing, implementing, leading and controlling the work of a project to meet the goals and objectives of the organization. The program explores various areas of the Project Management Body of Knowledge (PMBOK®).

## Course Summary

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### Major Instructional Areas

1. Procurement management
  - a. Planning of purchases and acquisitions
  - b. Bidding processes
  - c. Procurement decision analysis
2. Plan contracting
  - a. Contract statement of work
  - b. Standard forms and templates
  - c. Evaluation criteria
  - d. Procurement management plan
3. Contract administration and change control
  - a. Contract management plan
  - b. Communication and relationships
  - c. Ethics
  - d. Change management
4. Contract closure
5. Logistics

### Course Objectives

1. Analyze when and how to plan procurement for a project on the basis of the process outlined in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.
2. Analyze procurement documents for completeness and accuracy.
3. Implement the process for requesting seller responses and selecting sellers as described in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.
4. Implement the process for contract administration and closure as described in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.
5. Analyze the logistics of procurement.
6. Analyze the ethical considerations associated with procurement management in a project.

## Learning Materials and References

### Required Resources

Complete Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
Sollish, F., and Semanik, J. (2012). <i>The procurement and supply manager's desk reference, Custom Update Edition</i> . Hoboken, New Jersey: John Wiley & Sons, Inc.	■		■
Project Management Institute (2013). <i>A guide to the project management body of knowledge (PMBOK guide)</i> . (5 <sup>th</sup> ed). Project Management Institute, Inc., Newtown Square, PA  <b>Note:</b> To access "A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fifth Edition", log on to ITT Tech Virtual Library, navigate to Books 24x7, and search with the keywords "PMBOK 5th edition".		■	■

### Recommended Resources

ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)

ITT Tech Virtual Library> Books> Books24x7:

- Budd, C. and Spoede Budd, C. (2005). *A practical guide to earned value project management*. Vienna, VA: Management Concepts Inc.
- Kendrick, T. (2004). *The project management tool kit: 100 tips and techniques for getting the job done right*. New York: AMACOM.
- Lindberg, A. (2006). *Ethics in business: ethics are increasingly important for corporations*. American Management Association/Human Resources Institute.
- Phillips, J. (2004). *CAPM certified associate in project management all-in-one exam guide*. Emeryville, CA: McGraw-Hill/Osborne.

ITT Tech Virtual Library> Periodicals> EbscoHost Business Source Premier:

- Bernstein, A. (2003). Nice place for a speech, anyway. *BusinessWeek*, 3/10/2003 (3823, p12-12).

**NOTE:** All links are subject to change without prior notice.

### Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

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- Procurement management
- Bidding processes
- Procurement decision analysis
- Contracts
- Business Ethics
- Change Management
- Logistics

## Suggested Learning Approach

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In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none"> <li>▪ Do take a proactive learning approach</li> <li>▪ Do share your thoughts on critical issues and potential problem solutions</li> <li>▪ Do plan your course work in advance</li> <li>▪ Do explore a variety of learning resources in addition to the textbook</li> <li>▪ Do offer relevant examples from your experience</li> <li>▪ Do make an effort to understand different points of view</li> <li>▪ Do connect concepts explored in this course to real-life professional situations and your own experiences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Don't assume there is only one correct answer to a question</li> <li>▪ Don't be afraid to share your perspective on the issues analyzed in the course</li> <li>▪ Don't be negative about the points of view that are different from yours</li> <li>▪ Don't underestimate the impact of collaboration on your learning</li> <li>▪ Don't limit your course experience to reading the textbook</li> <li>▪ Don't postpone your work on the course deliverables – work on small assignment components every day</li> </ul>

### Instructional Methods

The curriculum is designed to encourage a variety of teaching strategies that support the course objectives while fostering higher cognitive skills. This course will employ multiple methods to deliver content and inspire and engage you, including lectures, collaborative learning options, and hands-on

activities. This course is composed of five categories. Your progress will be regularly assessed through exercises, assignments, projects, quizzes, and a final exam.

### **Out-of-Class Work**

When defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

**Course Outline**

<p><b>Unit 1: Procurement and Best Business Practices</b></p> <p>Upon completion of this unit, the students are expected to:</p> <ul style="list-style-type: none"> <li>• Explain the core principles of Procurement Management</li> <li>• Explain the Contract Management Planning Steps</li> <li>• Describe how ethics concerns affect the contracting decision process</li> </ul>				<p><b>Out-of-class work:</b> 5 hours</p>
<b>READING ASSIGNMENT</b>	<b>GRADED ACTIVITIES / DELIVERABLES</b>			
	<b>Grading Category</b>	<b>Activity/Deliverable Title</b>	<b>Grade Allocation</b> (% of all graded work)	
<ul style="list-style-type: none"> <li>• Sollish, Chapter 1</li> <li>• PMBOK, Chapter 1</li> </ul>	Exercise	Unit 1 Exercise 1: Home Run or Foul Ball?	4%	
		Unit 1 Exercise 2: Nike Case Study	4%	

<p><b>Unit 2: Sourcing and Suppliers</b></p> <p>Upon completion of this unit, the students are expected to:</p> <ul style="list-style-type: none"> <li>• Evaluate the role of strategic sourcing in a supply chain context</li> <li>• Define and discuss Supply Chain Management</li> <li>• Describe the principles for effective management of sourcing activities</li> <li>• Examine the regulatory factors governing procurement</li> </ul>				<p><b>Out-of-class work:</b> 7 hours</p>
<b>READING ASSIGNMENT</b>	<b>GRADED ACTIVITIES / DELIVERABLES</b>			
	<b>Grading Category</b>	<b>Activity/Deliverable Title</b>	<b>Grade Allocation</b> (% of all graded work)	
<ul style="list-style-type: none"> <li>• Sollish, Chapters 2-3</li> <li>• PMBOK, Chapter 2</li> </ul>	Assignment	Unit 2 Assignment 1: Uniform Commercial Code	3%	
	Exercise	Unit 2 Exercise 1: SCM Case Study	4%	
		Unit 2 Exercise 2: Choosing a Distributor	4%	

<p><b>Unit 3: Contract Administration</b></p> <p style="text-align: right;"><b>Out-of-class work:</b> 8 hours</p> <p>Upon completion of this unit, the students are expected to:</p> <ul style="list-style-type: none"> <li>Describe the importance of supplier evaluation and selection to the organization</li> <li>Explain how to communicate effectively in the contract administration process</li> <li>Explain how to administer a contract</li> <li>Compare and contrast the different procurement types available</li> </ul>			
<b>READING ASSIGNMENT</b>	<b>GRADED ACTIVITIES / DELIVERABLES</b>		
	<b>Grading Category</b>	<b>Activity/Deliverable Title</b>	<b>Grade Allocation</b> (% of all graded work)
<ul style="list-style-type: none"> <li>Sollish, Chapters 4-5</li> <li>PMBOK, Chapter 12</li> </ul>	Exercise	Unit 3 Exercise 1: Copier Confusion Case Study	4%
		Unit 3 Exercise 2: The Non-Compliance Case Study	4%
	Quiz	Unit 3 Quiz 1	4%

<p><b>Unit 4: Project Management</b></p> <p style="text-align: right;"><b>Out-of-class work:</b> 8 hours</p> <p>Upon completion of this unit, the students are expected to:</p> <ul style="list-style-type: none"> <li>Describe the five project management processes</li> <li>Define Procurement Management as a Key Project Knowledge Area</li> <li>Analyze the components of the Statement of Work</li> <li>Complete a project risk analysis</li> </ul>			
<b>READING ASSIGNMENT</b>	<b>GRADED ACTIVITIES / DELIVERABLES</b>		
	<b>Grading Category</b>	<b>Activity/Deliverable Title</b>	<b>Grade Allocation</b> (% of all graded work)
<ul style="list-style-type: none"> <li>Sollish, Chapter 6</li> <li>PMBOK, Chapter 11</li> </ul>	Exercise	Unit 4 Exercise 1: Project Risk	4%



**Unit 5: Negotiations****Out-of-class work:**  
8 hours

Upon completion of this unit, the students are expected to:

- Demonstrate effective communication in project management
- Describe the best practices for conducting a negotiation
- Analyze the components of the Project Charter
- Communicate effectively in a negotiation process

READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>• Sollish, Chapter 7</li> <li>• PMBOK, Chapter 10</li> </ul>	Project	Unit 5 Project Part 1: Stakeholders/Communication Plan (PORTFOLIO)	4%
	Quiz	Unit 5 Quiz 2	4%

**Unit 6: Relationships****Out-of-class work:**  
8 hours

Upon completion of this unit, the students are expected to:

- Effectively manage scope in project management
- Explain effective human resource management in project management
- Analyze the components of the Project Charter
- Describe the fundamentals of establishing and managing supplier relationships

READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>• Sollish, Chapters 10-11</li> <li>• PMBOK, Chapters 5, 9</li> </ul>	Assignment	Unit 6 Assignment 1: Vendor Management	3%
	Exercise	Unit 6 Exercise 1: Case Study	4%
	Project	Unit 6 Project Part 2: Project Charter (PORTFOLIO)	4%

<b>Unit 7: Logistics</b>			<b>Out-of-class work:</b> 8 hours
<p>Upon completion of this unit, the students are expected to:</p> <ul style="list-style-type: none"> <li>Analyze the role and importance of inventory in the economy</li> <li>Devise alternative approaches to managing inventory</li> <li>Explain the Project Management Processes</li> <li>Illustrate procurement logistics</li> </ul>			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>Sollish, Chapters 13-14</li> <li>PMBOK, Chapter 3</li> </ul>	Exercise	Unit 7 Exercise 1: The Logistics Exercise	4%

<b>Unit 8: Improving Processes</b>			<b>Out-of-class work:</b> 8 hours
<p>Upon completion of this unit, the students are expected to:</p> <ul style="list-style-type: none"> <li>Explain the role and importance of inventory in the economy</li> <li>Analyze the make vs. buy decision process</li> <li>Explain Project Time Management</li> <li>Explain procurement strategy</li> </ul>			
READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>Sollish, Chapters 8; 15-16</li> <li>PMBOK, Chapter 6</li> </ul>	Exercise	Unit 8 Exercise 1: Galbenski Outsourcing Case Study	4%
	Assignment	Unit 8 Assignment 1: MRP vs. JIT	3%

**Unit 9: Quality Assurance**

**Out-of-class work:**  
8 hours

Upon completion of this unit, the students are expected to:

- Explain the execution, monitoring, and evaluation of quality management requirements
- Compare and contrast various TQM processes
- Describe the principles of quality systems including Six Sigma and ISO
- Explain the Project Quality Plan

READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>• Sollish, Chapter 9</li> <li>• PMBOK, Chapter 8</li> </ul>	Project	Unit 9 Project Part 3: Statement of Work (PORTFOLIO)	4%
	Quiz	Unit 9 Quiz 3	4%

**Unit 10: Procurement and the Organization**

**Out-of-class work:**  
8 hours

Upon completion of this unit, the students are expected to:

- Explain Project Integration Management
- Describe how to manage Project Change
- Describe the principles of SWOT Analysis
- Conduct a SWOT Analysis
- Explain Procurement Auditing

READING ASSIGNMENT	GRADED ACTIVITIES / DELIVERABLES		
	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
<ul style="list-style-type: none"> <li>• Sollish, Chapters 17 and 18</li> </ul>	Exercise	Unit 10 Exercise 1: SWOT Analysis Exercise	4%
		Unit 10 Exercise 2: Procurement Audit Exercise	4%
<ul style="list-style-type: none"> <li>• PMBOK, Chapter 4</li> </ul>	Project	Unit 10 Project Part 4: Request for Proposal (PORTFOLIO)	4%

<b>Unit 11: Review and Final Exam</b>		<b>Out-of-class work:</b> 5 hours	
<b>READING ASSIGNMENT</b>	<b>GRADED ACTIVITIES / DELIVERABLES</b>		
	<b>Grading Category</b>	<b>Activity/Deliverable Title</b>	<b>Grade Allocation</b> (% of all graded work)
Review of all chapters	Exam	Final Examination	15%

## Evaluation and Grading

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### Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Exercise	48%
Assignment	9%
Quiz	12%
Project	16%
Exam	15%
<b>TOTAL</b>	<b>100%</b>

### Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage	Credit
A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

## Academic Integrity

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All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

*(End of Syllabus)*