UNIVERSITY *of* VIRGINIA | SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

>Abingdon
>Charlottesville
>Falls Church
>Newport News
>Richmond
>Roanoke

www.SCPS.virginia.edu

Class Overview

General Class Information

Instructor Name and Contact Information:

- Dr. Michael (Mike) Powers, Faculty
- Virtual Office Hours: Tuesday
- 11:30 a.m. – 12:30 p.m. Eastern Time Zone
- Office Phone: (720) 310-0526
- Email: mcp7u@virginia.edu

Subject Area and Catalog Number: PSPM 5240

Year and Term: 2017 - Summer

Class Title: Introduction to Purchasing

Level: Graduate

Credit Type: 3 Units

Class Description:

This course explores two important knowledge areas of project management – procurement and quality. Students will learn how to define procurement requirements, solicit and evaluate bids and proposals, successfully negotiate a contractual agreement and manage the resulting vendor relationship. Practical hands-on case studies will reinforce theoretical concepts and students will be equipped with proven templates for deliverables. As well, the course will include an analysis of critical quality planning practices and how to implement evaluations and audits as part of a quality assurance program. Students will be introduced to statistical and graphical methods for managing quality. This online class provides the students with an understanding of procurement and contract administration techniques in order that they may gain the expertise which enables them to meet their goals.

Required Text:

Baily, P., Farmer, D., Crocker, B., Jessop, D., & Jones, D. *(2015) Procurement, principles, and management*
(11th ed). Upper Saddle River, NJ.: Prentice Hall. ISBN 978-1292016016

Optional Text:

American Psychological Association. (2010). *Publication manual of the American Psychological Association*
(6th ed.). Washington, D.C.: American Psychological Association. ISBN: 978-1433805615

Project Management Institute. (2013). *A guide to the project management body of knowledge* (5th ed).
Newtown Square, PA.: Project Management Institute Publishers. ISBN 987-1-933890-51-7 (paperback)

> One Partnership Circle, Abingdon, VA 24212 . . . . Phone: 276.619.4313
> Zehmer Hall, 104 Midmont Lane, PO Box 400764, Charlottesville, VA 22904. . . . . Phone: 434.982.5252
> 7054 Haycock Road, Falls Church, VA 22043 . . . . Phone: 703.536.1100
> 600 Thimble Shoals Blvd., Newport News, VA 23606. . . . . Phone: 757.552.1890
> 2810 N. Parham Road, Suite 300, Richmond, VA 23294 . . . . Phone: 804.662.7464
> 108 N. Jefferson Street, Suite 507, Roanoke, VA 24016 . . . . Phone: 540.767.6200

NOTE: Students are highly encouraged to purchase copies of the required textbooks from a site of their choosing, i.e., purchasing through Amazon, TEXTBOOKS.COM, Barnes & Noble, or a similar venue, to find the most economical copy for their use in this course.

Learning Outcomes:

At the completion of the course students will understand:

1. A procurement management plan.

2. Identify the various contract types and their associated risks.

3. Understanding leadership and its relationship to successful management of project procurement teams.

4. Discuss contract legal issues and their implication to procurement management.
5. Identify the various procurement documents and discuss their usage.

6. Describe the process of contract administration and closeout.

7. Explore the history and key contributors of the quality movement.

8. Create a quality management plan.

9. Identify the methods of quality control.

10. Describe the importance of quality management to project teams.

Assessment Components:

- The standard UVA Grading Policy will be in effect.

    Please note: Students may earn " + " or " - " for each of the standard UVA Grades dependent upon the number of points earned by each Student.

Assignment	*Total Points*	*Due Date*	*Grading Percent*
Group Project	400	See schedule	40%
Forum Discussions– (4)	200	See schedule	20%
Written Paper – (1)	100	See schedule	10%
Exams – Midterm and Final	300	See schedule	30%

Total Points: **1000**

Points	Percentage%	Grade
1000	100	A+
999-950	99-95	A
949-900	94.9-90	A-
899-870	89.9-87	B+
869-830	86.9-83	B
829-800	82.9-80	B-
799-770	79.9-77	C+
769-730	76.9-73	C
729-700	72.9-70	C-
699-670	69.9-67	D+
669-630	66.9-63	D

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629-600	62.9-60	D-
<600	<60	F

NOTE: All grades will be posted in the online Grade Book within 7 days after the student submission of the assignment.

Delivery Mode Expectations:

This is an online class that will be delivered via asynchronous and synchronous methods. Please see course schedule for synchronous meeting times. Some of my methods to administer/teach this course will be delivered through lectures, PowerPoint presentations, and discussions that will be generated through the weekly discussion questions. You will be required to complete a total of four (4) discussion questions, four (4) article reviews, a midterm, and a final exam.

Live Chat (synchronous, optional).

Required Technical Resources and Technical Components:

- Computer with basic audio/video output equipment;
- UVA Computing ID and Passwords;
- Internet access (broadband recommended);
- Internet Explorer (7.0 or above) OR Mozilla Firefox/Mic—Recommended Logitech Head set with USB (if required);
- Microsoft Word

Technical Support Contacts:
- Login/Password: scpshelpdesk@virginia.edu
- UVaCollab: collab-support@virginia.edu
- BbCollaborate (Elluminate) Support: scpshelpdesk@virginia.edu or http://support.blackboardcollaborate.com

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