

Class Overview

General Class Information

Instructor Name and Contact Information:

Steven Soares, Email: ss2ew@virginia.edu
Office Hours - Monday through Friday, 6 pm - 8 pm, Eastern Time

Subject Area and Catalog Number:

PSPM 5240 - 701
Class Number: 20670

Year and Term: Spring 2014

Class Title: Introduction to Purchasing for Project Managers

Level (Graduate or Undergraduate): Graduate

Credit Type: 3 units

Class Description (Use the SIS 400 characters from catalog description)

Explores the important role that contracting and purchasing play in the project environment, especially in light of meeting or exceeding goals.

Additionally, and in order to be competitive in today's worldwide market place, many companies, and to a certain extent government organizations, went through a cycle of downsizing during the 1990s and early 2000s. This downsizing forced many organizations to concentrate and further develop their core business. Organizations began to rely on procurement and contracting administration techniques to obtain the products and services that were no longer available within the company. In order to meet project goals and objectives, project managers and teams have become dependent on contractors and subcontractors to supply the needed technology or expertise.

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 Textbooks (Include ISBN, specific edition):

A. Author: Quentin Fleming

Title: *Project Procurement Management: Contracting, Subcontracting, Teaming*

Publisher: FMC Press.

ISBN 0-9743912-0-4 OR ISBN-13 9780974391205

B. Author: Lewis R. Ireland

Title: *Quality Management For Projects And Programs*

Publisher: Project Management Institute

ISBN 1-880410-11-7

C. Author: Project Management Institute

Title: *A Guide to the Project Management Body of Knowledge (5th Edition)*

Publisher: Project Management Institute Publishers

ISBN 987-1-933890-51-7 (paperback)

Note: This can be ordered via the UVA bookstore or online at the PMI Bookstore at <http://www.pmibookstore.org/pmibookstore/index.aspx>.

NOTE: Students are highly encouraged to purchase copies of the required textbooks from a site of their choosing, i.e., purchasing through 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 how to:

1. Create 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 course grade will be based on successful submission and completion of a student biography and goals, a mid-term exam, a final exam, two article reviews, two discussion boards, four online class participations, a online ("offsite") class participation, a project proposal, and a final group project. The total points for the course is 500. The breakout of the assignments are found under Deliver Mode Expectations.

Delivery Mode Expectations (Classroom/Internet and Web-based classes, specify any live (synchronous) meetings, dates, times, and location of delivery):

All sessions are delivered through online classroom instruction. The website and published syllabus is expected to be online on or about Sunday, January 12, 2014. A notification will be sent to all registered students.

Week	ACTIVITY	DUE DATE	POINTS
1	Online Class Participation	Tuesday, January 28, 2014	30
2	Student Biography & Goals	Sunday, February 2, 2014	15
3	Article Review	Monday, February 10, 2014	20
4	Online Class Participation	Wednesday, February 12, 2014	30
5	Discussion Forum	Tuesday, February 25, 2014	30
6	Group Project Proposal Due	Tuesday, March 4, 2014	40
7	Online Class Participation	Monday, March 10, 2014	30
8	Midterm Academic Survey	Tuesday, March 18, 2014	35
9	Discussion Forum	Wednesday, March 26, 2014	30
10	Article Review	Monday, April 7, 2014	20
11	Online Class Participation	Tuesday, April 8, 2014	30
12	Group Project Due	Thursday, April 17, 2014	50
13	Online Class Participation ("Offsite") With Group Project Presentation	Tuesday, April 22, 2014	50
15	Final Academic Survey	Thursday, May 8, 2014	60
15	Course Evaluation	Friday, May 9, 2014	30
		TOTAL POINTS	500

Required Technical Resources and Technical Components:

- UVA Computing IDS AND Passwords
- Headset with microphone (**REQUIRED**)
- Internet Explorer (8.0 OR above) OR
- Mozilla Firefox