How You Will Benefit

Achieve Compliance with the Federal Acquisition Regulation and Associated Mandates

Learn about updates to the latest mandates regarding Earned Value Management and Performance-Based Service Acquisition

Establish Effective Contract Requirements and Critical Success Factors

Obtain key techniques to negotiate stakeholder and contractor consensus for final project specifications

Learn Proven Methodologies for Designing and Achieving Contract Goals

Create specific and clearly defined contract goals stated in terms of desired project results

Manage, Evaluate and Report Project Performance

Develop and implement an at-a-glance EVM system to evaluate government contracts

Plus - Develop an Intergrated Project Procurement Plan

What You Will Learn

- **OMB and Congressional Standards**
- **Real Life Statements of Work Examples**
- **Procurement Ethical Issues and Integrity Awareness**
- **Negotiating and Communication Skills with Senior Leadership**
- **Effective Partnership Agreements**
- **Model Project Procurement Plans**
- **Standards for Earned Value Management**
- **Work Breakdown Structure for Contracting**

Project Management for Government Procurement

Implementing strategies to improve contract performance through each stage of the procurement lifecycle

November 29 - 30, 2005 • Arlington, VA
The Performance Institute



Receive 13 CPE and 13.25 PDU Credits and Acquire Agency Standards

Presented by:

The Performance Institute

R.E.P. Project Management Institute

Understand the Critical Elements of the Project Procurement Management Process Lifecycle

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Project Management for Government Procurement

November 29 - 30, 2005 • Arlington, VA • The Performance Institute

TRAINING AGENDA

Day One: November 29, 2005

9:00 Updates on the Latest Project Procurement Management Mandates and Guidance in Government
- Understand new Federal Acquisition Regulation and identify the need for and application of Earned Value Management (EVM)
- Understand how contract types, dollar thresholds and life-cycle stages require EVM or Operational Analysis under federal policy
- Examine contracting requirements in OMB's Exhibit 300 and the Clinger-Cohen Act

10:00 Advancing Procurement Integrity Awareness
- Examine ethical issues, review agency policies and implement standards for corresponding with potential solutions providers
- Understand the culture of heightened sensitivities surrounding project procurement and contracting officers

11:00 Developing, Evaluating and Validating Contract Requirements
- Learn key techniques to negotiate and communicate project requirements with senior leadership
- Validate, prioritize and assess key requirements based on customer needs and project goals
- Gain stakeholder and contractor consensus for final project specifications

1:15 Planning the Project Contract
- Identify service, product and performance criteria for the contract
- Develop an integrated procurement management plan and associated documentation

2:30 Designing a Contract Statement of Work
- Create a SOW based on project scope, contract requirements and the Work Breakdown Structure
- Learn key writing and communication techniques for SOW development

3:30 Creating Effective Partnership Agreements
- Determine advantages of partnering to achieve project objectives
- Develop a performance-based partnership agreement

4:30 Adjourn

Day Two: November 30, 2005

9:00 Monitoring and Reporting Contract Performance Information
- Implement standards for data collection and report on contractor obligations
- Calculate project earned value to determine cost and schedule variables

10:00 Managing the Contract
- Administer interfaces and requirements between different providers and project partners using a quality control system
- Implement change control standards that result in effective corrective actions

11:00 Closing the Contract
- Review final contractor performance against project deliverables and stated requirements
- Ensure final project results are documented and verifiable to withstand litigation and potential audits

1:00 Case Study: Administering a Successful Contract using Earned Value Management
- Establish an EVM system that integrates with the program to manage government contracts
- Monitor and manage the contract to ensure project remains within acceptable limits for cost, schedule and performance

2:15 Application Workshop: Create a Procurement Management Plan
- Implement a procurement management plan to manage multiple service providers from the project initiation phase to the closeout phase
- Establish protocols for contract documentation and develop project requirements
- Delegate responsibility for make-or-buy decision, contract selection, schedule development and cost control to the project team

4:30 Adjourn

Break times at instructor's discretion

WHAT YOU WILL LEAVE WITH:

This course will focus on proven government project procurement methodologies aiming to improve planning, execution and performance throughout all critical stages of the contract lifecycle. Understand how contract types, dollar thresholds and key stages require Earned Value Management (EVM) or Operational Analysis under federal policy. Examine contracting requirements in OMB's Exhibit 300 and the Clinger-Cohen Act. Furthermore, this course aims to develop key strategies for development of a qualified, efficient and streamlined procurement process by teaching effective partnership techniques and integrity awareness, and ends with an application workshop where you will create a procurement management plan.

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government Project Management Certification Program. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on project management. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or email him at Zach@PerformanceWeb.org.

Venue and Hotel:

Project Management for Government Procurement will be hosted at The Performance Institute in Arlington, VA, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building. Continental breakfast and a catered lunch will be provided for delegates on each day.

The Performance Institute
1515 N. Courthouse Rd., Suite 600
Arlington, VA 22201
Phone: 703-894-0481

A limited number of rooms have been reserved at a discounted rate of $153 at the Holiday Inn Rosslyn at the Key Bridge. Please contact the hotel directly and use the code ILCORPER when making reservations at the hotel.

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1900 North Fort Myer Drive
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Group Discounts:

The fee for attending *Project Management for Government Procurement* is $1095. Register by calling 703-894-0481 or visit us online at **www.PerformanceWeb.org**. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Melvin Hall at 703-894-0481or email him at Hall@PerformanceWeb.org.

How Do I Register?

Call the Performance Institute at 703-894-0481 or visit us online at www.PerformanceWeb.org. Be sure to reference priority code **T205** when you register.

Cancellations and Quality Assurance:

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to: Chris DeMaio, Chief Operating Officer, The Performance Institute, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201 (phone: 703-894-0481). We will evaluate individual complaints in a context of collective comments from the event. Note: A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.

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Project Management for Government Procurement

REGISTRATION FORM

To Register:

1. Call Melvin Hall at 703-894-0481
2. visit www.performanceweb.org
3. or fax this form to 703-894-0482

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