



## 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? If so, this invaluable 2-day 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, decreasing project costs through contracting, and making more money.

### Course Objectives

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

- Plan, manage and control contracts more effectively.
- Ensure that 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

- What do you do now in your real world
- The value of knowing what the other side does
- Why Care About the buying and selling process
- What is the buying and selling procurement process
- What do you need before you can start the buying and selling process

#### Planning First

- When to buy and when to do the work yourself
- Non-disclosure agreements
- Understanding the Main Contract Types
- Using incentives to motivate contractors
- Tricks of the Trade® for getting a clear scope of work and why that is important to the client and the contractor
- Tricks of the Trade® for clients and contractors
- Tricks for creating good procurement documents
- How to handle the process if there is only one contractor
- What are the standard terms and conditions, what do they mean and how should you be involved
- Gain expertise in understanding detailed contract language
- Managing the selection process
- Tricks for understanding the point of view of both the client and contractor
- Apply this to your real world

#### Conducting Procurements

- What to do before your submit a proposal or bid
- Tricks for having great proposals and bids
- How to evaluate proposals and bids
- Tricks of the Trade® for presentations
- The Negotiation Dance
- Tricks of the Trade® for understanding the point of view of both the client and contractor
- Apply this to your real world

### Duration & Units:

2 Days, 16 PDUs/Contact Hours

### Level of Knowledge



### 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.

### Course Benefits:

- Understand the buyer and sell perspective
- Learn to communicate more effectively
- Increase their comfort level with the contract and procurement process

### Course at-a-Glance:

- 2 Days, 16 PDUs/Contact Hours
- 8 am to 5 pm daily

### Other Recommended Courses:

- Tricks of the Trade® for Negotiation
- Eliciting and Modeling Requirements
- Tricks of the Trade® for Risk Management

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continued...



## Course Outline *(continued)*

### Administering Procurements

- How to control the work
- What makes an effective report
- What to focus your efforts on for each contract type
- Where do changes come from and how can you spend less time managing them
- Claims and breach
- How to interpret contract language
- Tricks of the Trade® for understanding the point of view of both the client and contractor
- Hot Contract Issues to Watch For
- Apply this to your real world

### Closing Procurements

- How to make the next client or contractor happy
- The value of learning your lessons
- Tricks of the Trade® for what the client and contractor should do when the work is done

### Applying this Class to the Real World

#### Conclusion

- Summary & Review
- Action Plan: Use what you have learned
- Recommended Reading
- Q & A
- Where Do You Go from Here?

### Course Materials

Students will receive the following materials with the course attendance:

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

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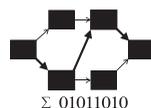
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