

LCS International, Inc.

# PMP Review

## Chapter 9

# Conducting Procurements and Sharing Information

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These slides are intended to be used only in settings where each viewer has an original copy of the Sybex *PMP Study Guide* book.

# Procurements and Sharing Info

- **Conduct Procurements**
- Perform Quality Assurance
- Distribute Information
- Managing Stakeholder Expectations

# Conduct Procurements

Conduct Procurements is the process of obtaining seller (supplier) responses, selecting a seller, and awarding a contract. In this process, the team will receive bids or proposals and will apply previously defined selection criteria to select one or more sellers who are qualified to perform the work and acceptable as a seller. On major procurement items, the overall process of requesting responses from sellers and evaluating the responses can be repeated. A short list of qualified sellers can be established based on a preliminary proposal.

## *Inputs*

- .1 Project management plan
- .2 Procurement documents
- .3 Source selection criteria
- .4 Qualified seller list
- .5 Seller proposals
- .6 Project documents
- .7 Make-or-buy decisions
- .8 Teaming agreements
- .9 Organizational process assets

## *Outputs*

- .1 Selected sellers
- .2 Procurement contract award
- .3 Resource calendars
- .4 Change requests
- .5 Project management plan updates
- .6 Project document updates

## **12.2** *Project Procurement Management*

→ To Administer Procurements

From Plan Procurements

## *Tools & Techniques*

- .1 Bidder conferences
- .2 Proposal evaluation techniques
- .3 Independent estimates
- .4 Expert judgment
- .5 Advertising
- .6 Internet search
- .7 Procurement negotiations



# Example: Weighted Scoring Model

Criteria	Weight*	Vendor A Weighting Factor	Vendor A Score	Vendor B Weighting Factor	Vendor B Score
Platform	5	3	15	2	10
Hardware	4	3	12	3	12
Data Conversion	5	3	15	4	20
Custom Modules/ Training	4	4	16	3	12
<b>Totals</b>	—		<b>58</b>		<b>54</b>

\*1-5; 5 highest

# Conduct Procurements

- Contract Life Cycles
  - Requirement
  - Requisition
  - Solicitation
  - Award
- Project Management Processes
  - *Plan Purchases and Acquisitions*
  - *Plan Contracting*
  - *Request Seller Responses*
  - *Select Sellers*

# Procurements and Sharing Info

- Conduct Procurements
- ***Perform Quality Assurance***
- Distribute Information
- Managing Stakeholder Expectations

# Perform Quality Assurance

Perform Quality Assurance (QA) is the process of auditing the quality requirements and the results from quality control measurements to ensure that appropriate quality standards and operational definitions are used. Perform Quality Assurance is a project execution process that uses data created during Perform Quality Control. A quality assurance department, or similar organization, often oversees the quality assurance activities. Quality assurance also provides an umbrella for continuous process improvement, which is an iterative means for improving overall quality.

## Inputs

- .1 Project management plan
- .2 Quality metrics
- .3 Work performance information
- .4 Quality control measurements

## Outputs

- .1 Organization process assets updates
- .2 Change requests
- .3 Project management plan updates
- .4 Project document updates

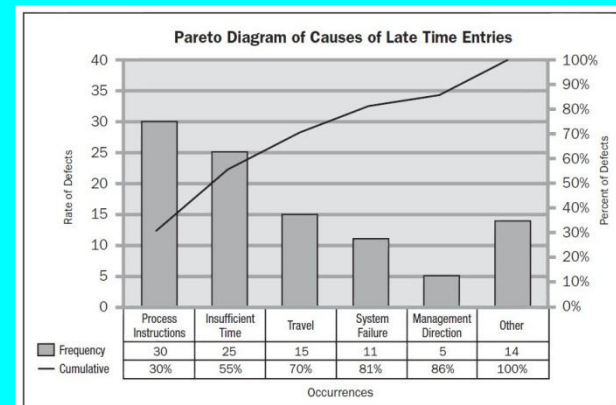
## 8.2 Project Quality Management

→ To Perform Integrated Change Control

From Plan Quality, Perform Quality Control

## Tools & Techniques

- .1 Plan Quality and Perform Quality Control tools and techniques
- .2 Quality audits
- .3 Process analysis



# Procurements and Sharing Info

- Conduct Procurements
- Perform Quality Assurance
- ***Distribute Information***
- Managing Stakeholder Expectations



# Distribute Information

Distribute Information is the process of making relevant information available to project stakeholders as planned. It is performed throughout the entire project life cycle and in all project management processes. The focus is mainly in the execution process, which includes implementing the communications management plan as well as responding to unexpected requests for information. Effective information distribution includes an appropriate sender-receiver model, media, writing style, meeting management techniques, presentation techniques, and facilitation techniques.

## **Inputs**

- .1 Project management plan
- .2 Performance reports
- .3 Organizational process assets

## **Outputs**

- .1 Organization process assets updates

## **10.3** *Project Communications Management*

To Update Organizational Process Assets

From Report Performance

## **Tools & Techniques**

- .1 Communications methods
- .2 Information distribution tools



# Procurements and Sharing Info

- Conduct Procurements
- Perform Quality Assurance
- Distribute Information
- ***Managing Stakeholder Expectations***

# Manage Stakeholder Expectations

Manage Stakeholder Expectations is the process of communicating and working with stakeholders to meet their needs and addressing issues as they occur. The process involves communication activities directed toward project stakeholders to influence their expectations, to address their concerns, and to resolve issues. Actively managing stakeholder expectations increases the likelihood of project acceptance by negotiating and influencing their desires to achieve and maintain the project goals. Addressing concerns that have not become issues yet can reduce conflict.

## Inputs

- .1 Stakeholder register
- .2 Stakeholder management strategy
- .3 Project management plan
- .4 Issue log
- .5 Change log
- .6 Organizational process assets

## Outputs

- .1 Organization process assets updates
- .2 Change requests
- .3 Project management plan updates
- .4 Project document updates

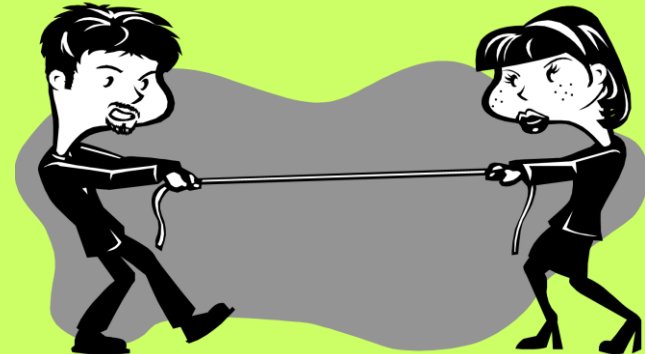
## 10.4 Project Communications Management

→ To Perform Integrated Change Control

From Identify Stakeholders

## Tools & Techniques

- .1 Communications methods
- .2 Interpersonal skills
- .3 Management skills



# Monitor and Control Project Work

- Communication, Information Distribution and Scope Verification help to manage and control progress
- Scope Verification = Accepting work results.  
(Formal Acceptance)
- Quality Assurance = *Evaluating project performance on an ongoing basis to increase confidence*
- Quality Control = *Monitoring specific project results to measure compliance with relevant standards*