

# New Zealand Procurement Academy

## Course Outline: Procurement Planning (1 day)

### Who should attend?

Procurement Professionals and others (e.g. IT and Service Delivery departments) who have a responsibility for developing Procurement Plans and then ensuring that these successfully deliver against desired outcomes.

### Programme content

This will be an interactive one day workshop, and participants are encouraged to bring a current project to the workshop so we can develop the procurement plan during the day.

The overall workshop content will focus on the following;

- Individual project v/s annual procurement plans; what does good practice look like and what are the likely contents of each?
- Defining business and procurement need; which dimensions are relevant?
- What are the plans used for, and what style, contents and language works best?
- Exploring key elements that make an impact, including, but not limited to;
  - Supply market analysis
  - Supply chain analysis
  - Vulnerability management
  - Price and cost analysis
  - Supplier analysis
  - Business needs definition
  - Supplier performance and relationship management

### Benefits to participants

By the end of this programme, participants will have an increased understanding of the following:

- Key elements in developing an annual procurement plan and linking to project activity
- Developing a quality procurement plan that builds the confidence of key stakeholders
- A working document for participants specific procurement plan that they have brought to the workshop

### Benefit to the employer/organisation

Effective procurement planning will aid the organisation to better plan its interventions with Supply Markets, ensure that key issues have been considered and that the specific plans developed become good pre-cursors for consistent sourcing success and supplier/contract management success.