

The Process Professional Portfolio

The Future in Process Management

Managing Suppliers

Obtain maximum benefit from use of suppliers

Do you use suppliers to develop products or services for you? Do you always get the product or service you want?

Using Process Professional Supplier Management can:

- Help you select the suppliers you need.
- Help you identify and manage the risks involved in using specific suppliers.
- Assist in developing partnerships with your suppliers.
- Get you the product or service you need, when you need it.

Objectives

To enable you to:

- Reliably select and manage suppliers in a sub-contract situation.
- Develop a request for proposal and analyse the responses in order to identify the shortlist of potential suppliers.
- Perform detailed evaluation of potential suppliers.
- Identify the risks involved with selected suppliers and plan risk management actions.
- Manage suppliers during the life of the contract.

Benefits

By using the techniques and guidelines in this workshop you will be able to:

- Select suppliers more effectively.
- Define and manage partnerships with suppliers using a robust and reliable supplier management method.

Workshop format

Presentations are interspersed with in-class exercises to provide a thorough introduction to applying the techniques. The workshop material provided includes all presentation materials, workshop notes and additional handouts.

Pre-requisites to attending

Project Management experience is recommended.

Workshop content

Selecting Suppliers:

- Overview of the selection process.
- Preparing the selection brief.
- Preparing a Request for Proposal and the response evaluation process.
- Analysing responses and identifying the shortlist.
- Evaluating suppliers using defined techniques.
- Identifying risk factors, analysing the risks and determining risk management actions.
- Preparing the contract and closing the selection process.

Managing Suppliers:

- Planning the supplier management process.
- Monitoring suppliers.
- Planning and managing acceptance.
- Improving the supplier management process.



COMPITA

Compita Ltd
Software Innovation Centre
1 Michaelson Square
Kirkton Campus
Livingston EH54 7DP
Tel: 01506 472888 Fax: 01506 472899
Email: enquiry@compita.com



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