



Procurement and Strategic Sourcing Fundamentals Sample Agenda

Day 1

- 9.00am – Introduction
- 9.45am – Determining customer needs (Step 1)
- 10.45am – Morning Tea
- 11.00am – Total Cost of Ownership
- 12.00 noon – Stakeholder Engagement (Procurement Enabler)
- 1.00pm – Lunch
- 1.40pm – Analyse Supply Markets (Step 2)
- 2.00pm – Develop Sourcing Strategy
- 3.15pm – Afternoon Tea
- 3.30pm – Go to market strategies
- 4.00pm – Summary
- 4.30pm – Day 1 concludes

Day 2

- 9.00am – Introduction and review of Day 1
- 9.30am – Scope of Work Development
- 10.30am – Morning Tea
- 10.45am – Contract Fundamentals (Steps 4 and 5)
- 11.45pm – Negotiate Agreement and select Vendors (Step 5)
- 12:30pm - Lunch
- 1.00pm – Activity: Negotiation Role Play
- 2.00pm – Implement Contract and Manage the Supply Base (Step 6)
- 3.00pm – Afternoon Tea
- 3.15pm – Technology for Procurement
- 4.00pm – Procurement Issues and Opportunities
- 4.15pm – Summary
- 4.30pm – Day 2 concludes

