

Strategic Procurement Planning in the Public Sector Course Syllabus

Welcome to Strategic Procurement Planning in the Public Sector

NIGP's foundation course, *Strategic Procurement Planning in the Public Sector*, addresses how procurement's function is maximized when it plays a role in organizational strategic planning and budgeting. It explores planning and budgeting processes. It also emphasizes operational realities, the importance of defining client needs, assessing customer satisfaction, and properly staffing, developing and managing human resources to ensure long term success.

Textbooks and Materials

Strategic Procurement Planning in the Public Sector by Clifford P. McCue, Ph.D. and Barbara R. Johnson, CPPO, CPPB. Participants receive this eBook when they register. Additional readings will be provided as the course progresses.

Benefits of this online format

Some of the benefits of taking this as an eight-week online course are:

- No travel costs.
- No time away from the office.
- Work is spread over 8 weeks so that you can better study and absorb the content.
- You can do the coursework when your schedule allows as long as you complete the weekly assignments.
- Your classmates are from a wide range of entities enabling you to learn about different practices.

NIGP Online Course Rules

Course Activities

The course is organized by week. Each week contains:

1. Assigned reading from the textbook and other provided sources
2. Discussion and questions
3. Individual and/or group assignments, and
4. A self-assessment (non-graded).

Basis for Grading

You will receive a grade of pass or fail. In order to pass you must:

1. Attend the course and substantially participate every week in the Instructor-led discussions
2. Work with your small group to complete the assignments

3. Achieve a score of 70% on the final exam on the first or second attempt
4. Submit a course evaluation.

Attendance Policy

Learner attendance is defined as active participation/discussion in the course tasks as outlined in the weekly course activities and syllabus.

- Learners who do not log into the course and participate in the Week 0 activities are inconveniencing their fellow group members and are at risk of being removed from the course.
- Failure to participate by the end of Week 1 will result in being dropped from the course and loss of course fees.
- You must respond to the instructor's questions on the discussion board with a well thought-out and substantial comment, as well as a substantial comment on at least one other classmate's response within the discussion. You are required to participate in discussions every week,
- You must contribute to each weekly assignment. Working with your group, you will reach consensus on your responses and submit a group document for each assignment.

Your instructor will be tracking your progress through your contributions. If life or work events cause a temporary absence from the course please notify your instructor or the moderator and your group.

Course Schedule

Compare this course schedule to your personal and professional schedules to identify weeks with heavy workloads. While you cannot complete teamwork assignments ahead of time, you may want to read ahead at times. This schedule may be changed with prior notice at any time during the course.

Registration

Complete the Participant Questionnaire. You received a link to this questionnaire in your confirmation email.

Getting Started

- Complete Online Course Orientation.
- Print and read the detailed syllabus.
- Read the course FAQs.
- Explore the Discussion Board and introduce yourself to other participants.
- Complete the Group Roles Assignment with your team.
- Ask any questions you may have regarding the course syllabus and format.

Week 1: Strategy and Choice: Procurement's Involvement in Organizational Decision making

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Focus: The first week's reading and assignment examines the role of procurement in an entity's strategic planning.

Week 2: Strategic Planning in the Public sector

Focus: This chapter defines strategic planning in the public sector, the concepts, techniques and tools that help and organization determine where it is, where it wants to go and how best to get there.

Week 3: Linking Strategic Planning and Procurement Planning

Focus: The basic knowledge and techniques of procurement planning to increase the efficiency and effectiveness of the resource allocation process of organizations.

Week 4: Linking Resource Allocation Decisions to the SP2 Process

Focus: this chapter focuses on the various types of public sector budgets and how procurement can add value to the budget process.

Week 5: Procurement Strategies: their Relationship to Planning, Analyzing and Requirements Determination in the Acquisition Process

Focus: Requirements determination as the foundation for the selection of the best purchase method.

Week 6: Strategic Sourcing

Focus: A comprehensive approach to spending public money that focuses on value to lower the overall cost of acquisition.

Week 7: Client Satisfaction – “Success” Planning Strategy

Focus: Planning tools for the upcoming fiscal year to meet client goals and objectives.

Week 8: Strategic Staffing and Talent Management

Focus: Talent management and determining and using strategic methods to plan to the right amount of staffing.

Course Wrap-up

- Review and then complete the Final Assessment within the final week of the course. One of the requirements for passing the course is a score of 70% on the final exam.
- Once you have achieved a passing grade, complete the online course evaluation. This enables you to print your certificate of completion.

Questions?

Contact RegistrationInfo@nigp.org