

## **Risk Management in Public Contracting**

### **Course Syllabus**

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#### **Welcome to Risk Management in Public Contracting**

NIGP's advanced course, *Risk Management in Public Contracting* is designed for Procurement Officials who work with complex contracts. This course focuses on how planning, monitoring, anticipating change and proactive oversight immediately impact the success of a contract's stated outcomes. This course is based on the textbook *Risk Management in Public Contracting* by Elisabeth Wright, Ph.D., CPCM.

#### **Textbooks and Materials**

*Risk Management in Public Contracting* by Elisabeth Wright, Ph.D., CPCM. 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 a six-week online course are:

- No travel costs.
- No time away from the office.
- Work is spread out over 6 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: Defining Risk within the Procurement Cycle**

#### **Focus:**

This week's activities examine the various shapes and forms of risk, the contractor's vs. the agency's view of risk, risk and the procurement cycle and types of risk.

### **Week 2: The Four Phases of Risk**

#### **Focus:**

Through the use of a case study, students will examine the four phases of risk.

### **Week 3: Assessing the Levels of Risk**

#### **Focus:**

Students walk through a risk assessment process from identification through assessing the levels of risk.

### **Week 4: Methodologies for Handling Risk**

#### **Focus:**

Given an *Emergency Preparedness* scenario students will determine methods of handling various risks

### **Week 5: Developing the Risk Management Plan**

#### **Focus:**

Participants will develop a Risk Management Plan based on a scenario and an actual sample Risk Management Plan.

### **Week 6: Monitoring and Surveillance**

#### **Focus:**

Participants will focus on how to integrate Risk Management into contract Administration to create a seamless monitoring and surveillance process.

### **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](mailto:RegistrationInfo@nigp.org)