



## MN NIGP PRESENTS PLANNING, SCHEDULING & REQUIREMENT ANALYSIS

**DATES:** October 29, 30 and 31, 2008    **INSTRUCTOR:** Richard Florey, CPPO

**LOCATION:** Metropolitan Airports Commission, 6040 28<sup>th</sup> Avenue South, Minneapolis, MN 55417

**Contact hours:** 24 hours    **UPPCC\* Re-Certification points:** 3    **CEU Units\*\*:** 2.25

**NATIONAL NIGP LINK:** <http://www.nigp.org/educate/outline/PLNG.htm>

### General Description:

This course will cover strategic planning within an organization and the importance of its relationship to procurement planning. Planning models will be discussed as will public sector budgeting. Developing key partnerships within the organization in requirements determination will be explored, as this will lead to the development of proper specifications. Pricing strategies employed in the public sector such as cost analysis and life cycle costing will also be covered.

### Intended Audience:

This introduction to the strategic planning/procurement planning process will be valuable to all public procurement professionals who are interested in developing strategic working relationships with end users in their organizations. This course will be beneficial to every public procurement professional attempting to advance in the field and develop their knowledge, skills and abilities relative to procurement's strategic position within an organization. In light of the broad nature of the text, many of the concepts may be of special interest to the practicing public administrator and public procurement professionals.

### Prerequisites:

Though no prerequisites are stipulated for this class, successful participants should have at least one year of public procurement experience prior to enrollment. Those without applicable experience may find this class more beneficial after having taken the NIGP Introduction to Public Purchasing.

**Objectives:** Upon successful completion of this course participants will be able to:

- ❖ Recognize Procurement's role in the organizational strategic planning process.
- ❖ Evaluate and apply the tools available for comprehensive procurement planning.
- ❖ Discuss how planning, scheduling and requirement analysis impacts the budget process.

### Course Outline:

The following is an outline of the material for this course. Practical examples, group exercises and case studies will be utilized throughout the course. The content presented during any given class may vary depending on the background and experience of the participants.

To Register Visit: [www.nigp.org](http://www.nigp.org)

· **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

· **To Register Online** please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

· **MN NIGP Seminar Coordinator:** Susan Groth, CPPB    Phone: 651.201.2451 or email: [susan.groth@state.mn.us](mailto:susan.groth@state.mn.us)

**For questions regarding registration**, please contact Patrice Freeman at the NIGP national office, email: [registrationinfo@nigp.org](mailto:registrationinfo@nigp.org) or call: 1.800.367.6447 ext. 276.

