



A GUIDELINE TOWARDS EFFECTIVE PROJECT VENDOR, PROCUREMENT CONTRACT & RISK MANAGEMENT

Code: VPM2

HRDCorp Prog Id: 10001598832

2 DAYS COURSE OUTLINE

conducted by:

TREXX CONSULTANCY SDN BHD

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ABOUT TREXX CONSULTANCY



Trexx Consultancy has been a leader in project management training since 2020. Located at Kuala Lumpur and Penang, we provide a range of training and consultancy services related to project management, as well as other topics such as soft skills, human resources, finance, health and safety, engineering, and team building. Trexx Consultancy Sdn. Bhd. was established to provide comprehensive training and consultancy services designed to enhance the competitive edge of our clients.

Our mission is to support the development of client teams through targeted upskilling, delivered by professional trainers who are subject matter experts. We emphasize the importance of offering long-term support to our clients and are committed to helping them build and grow their workforce through customized training programs.

With us being a registered HRD Corp Training Provider, all our training sessions are HRDC claimable under SBL Khas, with the training costs covered directly by HRDC through companies' monthly contributions. We also assist with all necessary documentation and information required to claim your HRD levy.



Ir. Ts. PRAKASH RAJAH

Lead Project Management Trainer

SUMMARY

Equipped with more than 20 years of corporate working experience in areas such as operations, R&D, technology transfer, product design, project management and marketing. Owner of several patents & publications. Strong believer of experiential learning and aims to incorporate examples of real events based on his own experience while facilitating.

AREAS OF EXPERTISE

- Traditional Project Management
- Agile Framework
- Scrum Methodology
- Hybrid Project Management

➤ CREDENTIALS

Bachelor of Eng (Elec – Telecomm.), UTM 2005
Master of Business Administration, UPM 2007
Corporate Member of IEM (MIEM), IEM 2024
Professional Engineer, BEM 2024
Professional Technologist, MBOT 2020
Project Management Professional (PMP), PMI 2014
Certified Scrum Master (CSM), Scrum All 2015
Agile Certified Practitioner (ACP), PMI 2020
Accredited Trainer (TTT), HRDF 2020
4 Patents & various white paper publications

➤ WORK EXPERIENCE

Product Management | 2022-Now | Austrian MNC
Manage revenue, pricing, distribution, key projects & customer engagement for a portfolio of products

Project Management | 2014-2021 | German MNC
Lead new product development using traditional & Agile methodology

Product Engineering | 2005-2014 | US MNC
Manage daily operations, yield, technology transfer & new product introduction

➤ LANGUAGE

English, Malay, Tamil

COURSE SYNOPSIS

Eliminating risk in projects is an impractical goal; it is an inherent factor across industries. The uncertainties within projects require a systematic approach, leading to the necessity of project risk management, encompassing both risk and opportunity management. Project risk management is essential for proactively identifying potential risks, reducing uncertainty, controlling costs and schedules, instilling stakeholder confidence, and facilitating informed decision-making throughout the team.

In contemporary project scenarios, contract management has gained prominence, particularly as organizations choose to outsource non-core expertise. Consequently, the risks associated with contract management have evolved into a pivotal aspect of project risk. Effectively managing risks related to outsourced contracts significantly enhances the chances of project success.

This course aims to impart a comprehensive understanding of the theory and application of contract management and risk management in projects. Participants will gain exposure to pertinent tools, techniques, and templates for the effective management of project risk.



TRAINING OUTCOME

After having attended this training, participants would be able to:

- Grasp the stages of project procurement management
- Build a solid understanding of contract management
- Comprehend the critical focus areas in contract preparation and execution
- Differentiate between various types of risks present in projects
- Recognize the steps in comprehensive project risk management
- Systematically identify and analyze risks associated with contracts
- Effectively address risks using tools such as the risk register
- Develop a risk management plan tailored to their specific projects



LEARNING METHODOLOGY

The course will use a combination of lectures, discussions, case studies, and exercises to facilitate learning. Participants will work in teams to apply the concepts and techniques discussed in the course to a hypothetical scenario.

Participants will receive a course manual containing the course content, exercises, and case studies. The manual will also include templates and tools that can be used to apply the concepts learned in the course to real-world situations.



WHO SHOULD ATTEND

Project managers, program managers, project team members, project assistants, executives, engineers, managers and any person involved in managing any type of project in any industry and has no formal project management training before.

COURSE OUTLINE

DAY 1

Introduction:

- Basic introduction of the training agenda
- Gauge learning expectation from participants

Module 1: Trainer & Participant Alignment on Company Project Background

- Summary of pre-training survey findings
- Background & history of company projects
- Current project team, vendor & contract setup

BREAK 1

Module 2: Introduction to Project Management

- Traditional vs Agile
- The 5 stages of a Project Lifecycle
- The 10 knowledge management areas
- Project Management Triangle
- Organization project vs vendor project management
- Relationship of Procurement Contract, Vendor & Risk Management

Group Activity#1: Recap of PM Details

Module 3: Understanding Project Procurement Management

- Definition & importance of project procurement management
- The role of the project team in the project procurement lifecycle
- Procurement Flow: Planning, Conducting, Controlling & Closing
- Make or Buy Evaluation

Module 4: Deep dive into Procurement Contract Management

- Definition & importance of contracts in project management
- Bids/Tender Document & Statement of Work (SOW)
- Source Selection Criteria
- Types of contracts
- Basic knowledge of contract law for project team
- Relationship of Tender vs Contract
- Understanding company project contract terms & gaps



COURSE OUTLINE

DAY 1

LUNCH

Video Presentation#1: Project Procurement

Module 5: Vendor selection & management

- Definition, types & role of vendors in projects
- Vendor management process
- Benefits of vendor management
- Vendor evaluation: KPI & Softwares
- Common issues & challenges in the project lifecycle with managing vendors

Module 6: Key Focus Areas when preparing & executing a Project Contract

- Effect of contract on overall project scope, schedule & cost
- A clear set of requirements or SOW
- Key points in RFP or RFQ
- Vendor selection criteria
- Effectively monitoring the contract execution & progress
- Forecasting & managing changes in contracts
- How to handle contract termination

Group Activity#2 : Ideas on organization Contract Optimization/Vendor Management

BREAK 2

CASE STUDY#1

Module 7: Proposals on company project contract optimization

- How to optimize existing contracts
- Next steps in preparing future contracts

Recap of Day 1 Learning & Key Take Aways



COURSE OUTLINE

DAY 2

Recap of Day 1 Learning

Module 7: Deep Dive into Project Risk Management

- Definition & importance of project risk management
- Types of risk in a project: Known vs Unknown
- Key terminology and concepts
- The steps involved in project risk management

Module 8: Risk Identification

- The 6 stages in project risk identification
- Risk identification tools & techniques
- Project Risk Identification Framework
- Risk identification best practices
- A look at the risk that exists in various industries

BREAK 1

Module 9: Risk Analysis & Assessment

- Types of project risk analysis
- Deep-Dive into Qualitative Risk Assessment
- A look at Quantitative Risk Assessment & Technical Risk Assessment
- Risk Analysis Tools: Risk Register, Monte Carlo Simulation, Bow-Tie Analysis, Swift Analysis
- Common challenges in Risk Analysis

Module 10: Risk Planning, Control & Monitoring

- Risk response strategies
- Creating a risk register
- Objective & purpose of risk monitoring
- Inputs to risk monitoring & control
- Risk monitoring tools & techniques
- Outcome of risk monitoring & control



COURSE OUTLINE

DAY 2

Group Activity#3 : creating a Risk Register for vendor management

LUNCH

Video Presentation#3: Risk

CASE STUDY#2

Module 11: Existing Risk in company vendor management

- Where is the gap
- How to close the gap & overcome challenges
- Developing a risk management plan related to vendor management in projects

Module 12: People & Change Management in Projects

- Project team member alignment
- Managing vendor relationship
- Managing project changes with vendor

Module 13: Project Management Software & Usage of AI

- Why is project management software useful
- Example project management software
- Usage of AI in managing projects

BREAK 2

Module 14: Optimizing Vendor Management in company projects

- Relook at vendor, contract & risk management relationship
- Key areas for optimization
- Next steps & suggestions

Recap of Day 2 Learning & Key Takeaways

**Summary of training, gathering feedback
and official closure of training**





THANK YOU



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Penang & Kuala Lumpur