

# Guide To PM City

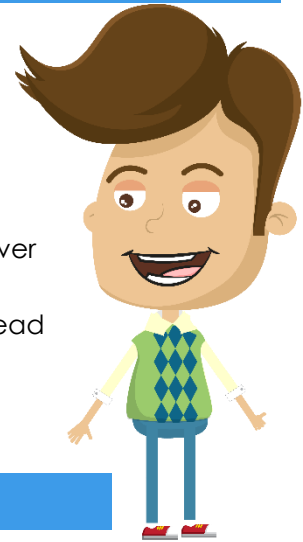
Procurement Management Neighborhood

Your assistant on your journey to becoming a PMP

## WELCOME TO PM CITY

Congratulations for embarking on the amazing and challenging journey to PM City. You are in good hands. The Crowd Training has designed and developed a course and a guide that aims to make your travels as productive and as effective as possible.

I am your Tour Guide, PM Guy. I will be with you throughout your journey. In some areas, you may see me. In most areas, you will hear my voice. If you ever need to reach me or have questions, use the comment box in the course module you are currently visiting. This way others with similar questions can read my response and enter their own thoughts and comments.



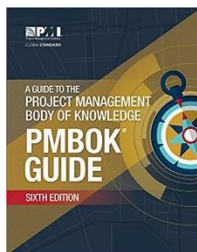
## USING THE GUIDE

Use this guide to enhance your learning experience and rate of success.

Neuropsychological research has shown that the act of writing something down as you are taking in new content helps build lasting connections in your brain. When you only listening passively, you engage with the content in the parts of your brain responsible for listening and auditory sensing. By writing things down, you engage more parts of your brain. Add the act of interacting with The Crowd Training content, you build more connections and involve more learning styles. And if you think about your learning and make connections to your work experience and what your project management work may look like in some other industry or company, then you are making even more connections – that's referred to as metacognition.

Make the learning stick. Use this guide as you progress. Make it your own. The resource is for you. Highlight. Draw pictures. Write as much or as little as you want. Whatever works for you. Space is designated for each knowledge area, process, input, tool and technique, output, and extensions.

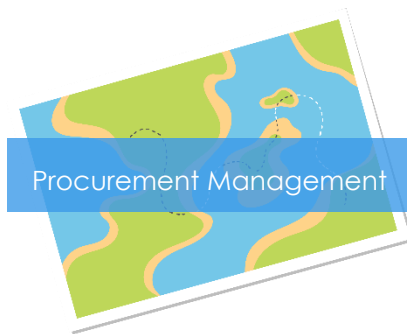
The guide is arranged to correspond to the content in the module. You may go in any order. You are not required to follow the course as it is laid out here in the guide.



The guide aligns with the Guide to the Project Management Body of Knowledge (PMBOK®) 6<sup>th</sup> edition. It is highly recommended that you possess a copy of the PMBoK® 6<sup>th</sup> edition – either in digital form or print. If you join PMI as a member, you receive a PDF digital copy that you may print out. Although, at over 750 pages, that is a lot to print. You can purchase a hard copy for around \$50 - \$80. Or you can elect to reference only the PDF version.

If you have suggestions on how The Crowd Training can make this guide even better, don't hesitate to tell us. Email us at [surfer@mycrowdtraining.com](mailto:surfer@mycrowdtraining.com)

## PROCUREMENT MANAGEMENT



Project Procurement Management is about getting help on your project from outside your project organization. Primarily, that help is in the form of goods or materials. Rarely are projects run with complete control of the supply chain and all the goods and services required to fulfill the project's objectives. Procuring could be as simple as buying a stapler for the project manager's desk to hiring 1,000 contract employees and millions of dollars worth of equipment.

- About Procurement Management knowledge area
  - Tailoring considerations
  - Trends

## PLAN PROCUREMENT MANAGEMENT

- About the process
- Inputs
  - Project charter
  - Project management plan
  - Project documents



- Business documents
- Enterprise environmental factors
- Organizational process assets



□ Tools

- Expert judgment
- Data gathering
- Data analysis
- Source selection analysis
- Meetings



□ Outputs

- Procurement management plan
- Procurement strategy



- Source selection criteria
- Bid documents
- Procurement statement of work (PSOW)
- Make-buy decisions
- Independent cost estimates
- Change requests
- Project document updates
- Organizational process assets updates



- Agile considerations
- Contract types
- Additional notes

## CONDUCT PROCUREMENTS

- About the process



□ Inputs

- Project management plan
- Project documents
- Procurement documentation
- Seller proposals
- Enterprise environmental factors
- Organizational process assets



□ Tools

- Expert judgment
- Bidder conferences
- Advertising
- Data analysis



- Interpersonal and team skills



Outputs

- Selected sellers
- Agreements
- Change requests
- Project management plan updates
- Project document updates
- Organizational process assets updates



Agile considerations

Additional notes

## CONTROL PROCUREMENTS

About the process



Inputs



- Project management plan
- Agreements
- Work performance data
- Project documents
- Procurement documentation
- Approved change requests
- Enterprise environmental factors
- Organizational process assets



Tools

- Expert judgment
- Claims administration
- Data analysis





- Inspection
  
- Audits



Outputs

- Work performance information
  
- Closed procurements
  
- Change requests
  
- Procurement documentation updates
  
- Project document updates
  
- Project management plan updates
  
- Organizational process assets updates



Agile considerations

Additional notes