

Journeyman Acquisition Management

Workshop Course U161 • 4 DAYS



You Will Learn How To:

- Develop key processes to determine and resolve capability gaps in complex government programs
- Apply FAR Parts 10 and 12 as needed to meet customer needs
- Prepare a comprehensive business plan with the contracting officer that aligns the efforts of key staff
- Write system requirements pertinent to a complex government IT project



Active Learning Workshop:

- Evaluating strengths and weaknesses of a contract
- Creating a needs statement by identifying required capabilities and gaps
- Building a business strategy through market research
- Constructing a business case and acquisition plan
- Generating an acquisition strategy, selected contract sections and weighted evaluation criteria

About This Course: Formulating a comprehensive strategy for contracting that addresses mission need, requirements and technology development is integral to acquisition management. In this course, you learn to develop a plan for managing complex government projects and contracts that addresses solicitation, selection and administration processes, including performance-based service agreements.

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— D. Lamarche, Manager,
Thin Client Services”

Course Content ► Workshop Course U161 • 4 DAYS

Introducing the FAC-P/PM Program

- Clarifying the FAC-P/PM initiative
- Describing acquisition reforms
- Establishing a culture of accountability
- Identifying government and contractor equities

Applying Contract Principles to Government Acquisitions

- Choosing between contract types
- Following basic contract principles
- Progressing through the acquisition process
- Deciphering a simple contract

Developing a Requirements Process

Formulating an effective needs statement

- Eliciting needs from user communities
- Identifying a range of approaches to satisfy mission need

Basic system engineering analytical approaches

- Conducting system engineering
- Reviewing the needs statement

Conducting market research

- Meeting customer needs with commercial items
- Examining commercial business alternatives
- Ensuring government funds are efficiently applied
- Evaluating dual-use technologies for customer needs

Managing the Requirements Process

Selecting a concept

- Conducting financial cost/benefit analysis
- Creating an OMB Exhibit 300 using OMB A-94 guidelines

Planning a technology development strategy

- Gauging technology readiness
- Constructing the acquisition plan

Gathering user requirements

- Identifying well-formed requirements
- Interfacing with engineering and change control processes

Developing the acquisition strategy

- Forming a business partnership
- Aligning programs with agency culture and structure

Building a Technology Development Plan

Establishing the acquisition project baseline

- Presenting technology demonstrations
- Creating interoperability

Formalizing the acquisition strategy

- Coordinating project elements
- Planning for the OMB Program Assessment Rating Tool (PART)

Solicitation and Selection Processes for Complex Projects

Accomplishing preaward activities

- Generating the Responsibilities, Approval, Comment, Inform (RACI) Matrix
- Creating a Statement of Objectives or Statement of Work (SOO/SOW)

Establishing the contract elements

- Contract vehicle, incentive structure and risk implications
- Identifying appropriate terms and conditions

Formulating a competitive source selection plan

- Weighing best value acquisitions
- Addressing sole source issues

Following the source selection process

- Conducting a technical evaluation
- Making the contract decision

Applying the Administration Process for Complex Contracts

Supporting contract administrative actions

- Validating technical, cost and schedule performance
- Addressing security issues

Fulfilling Contracting Officer Representative (COR) duties

- Distinguishing between authorized and unauthorized actions
- Assisting in the contract modification process

Negotiating Performance-Based Service Agreements

- The seven steps to performance-based service acquisition
- Ensuring proper oversight of contract efforts
- Evaluating performance-based service agreements
- Negotiating the required level of support



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