

THE IN-HOUSE TRAINING COMPANY

Developing effective scopes of work and specifications

Overview

This very practical and focused one-day workshop enables end users, technical experts, proponents, internal customers and other key stakeholders to work with procurement and contracting to develop effective specifications and scopes of work, to ensure fit-for-purpose outcomes. The programme empowers participants to collaborate with all key stakeholders.

Learning objectives

This workshop will help participants:

- Understand the importance and value of clear and effective specifications
- Differentiate between the different methods of creating specifications and when to apply them
- Develop robust specification templates to ensure consistency
- Understand the use of appropriate language, which is critical to creating effective specifications
- Appreciate the need to develop specifications in cooperation with stakeholders
- Make use of techniques such as value analysis and value engineering to define 'fit for purpose' in the context of creating effective specifications
- Embed key KPIs into the specification to ensure delivery
- Manage and mitigate legal and contractual risks in the specification

Who should attend?

This course is designed for all those who have direct or indirect responsibility for the development of effective and robust scopes of work and specifications. This could include end-users, technical experts, proponents, project managers, finance, internal customers, and other key stakeholders who need to collaborate with procurement and contracting to develop robust scopes of work and specifications. This could also include those seeking a refresher in this subject.

Course format

The expert trainer adopts a proactive, participative, and participant-centred approach with emphasis on the practical application of the tools, techniques and templates discussed. The learning needs to be embedded into the fabric of the organisation and the trainer uses context-based case studies and other tasks to achieve this.

Expert trainer

Ray runs his own international training and development consultancy, made up of 25 specialist consultants. A prolific author, his fourth book, *Practical Contract Management*, with Steve Kirby and Alan Oxenbury, was published in 2012. He has also had numerous articles and papers published in journals such as *Supply Management* and the Centre for Advanced Procurement's *Praxis* publication.

Ray is Chairman of the Procurement Best Practice Forum, which is made up of many large blue-chip organisations, the purpose of which is to identify and disseminate supply chain management best practices. Ray's now famous '10 Cs' of supplier evaluation model, first published in 1995, has become an accepted model for the evaluation of suppliers and contractors and has been adopted by many organisations. It is also part of the CIPS level 4 syllabus.

In recent years, he has undertaken training and consultancy assignments across the UK and around the world for organisations such as DWP, NHS, Shell, Lucas Engineering and Systems, the Chartered Institute of Purchasing and Supply, BRC, Nederlandse Aardolie Maatschappij.B.V, Abu Dhabi Company for Onshore Oil Operations (ZADCO), NDC, UK Intervention Board, Ericsson, British Aerospace, Marconi, BBC, Magnox, Ordnance Survey, Chevron, Caspian Pipeline Consortium, Tengzichevroil Company, Medway Council, Coca-Cola and Shell International BV.

Special features

The content of this course has been cross-mapped with established competency frameworks and other international standards.

The majority of the training we deliver is either tailored or completely bespoke. This workshop can therefore be delivered entirely as advertised, or it can be tailored to your particular requirements, or we can simply take it as a starting point for a conversation with you before we draft a completely bespoke programme for you – the choice is yours.

Programme overview

- 1 Introduction**
- 2 The importance of effective specifications and scopes of work**
- 3 The critical role of language and terminology in creating effective specifications and scopes of work**
- 4 Encouraging cooperation between the technical and commercial experts with responsibility for developing robust effective specifications and scopes of work**
- 5 Exploring and utilising the various approaches to the development of appropriate specifications and scopes of work, including output, performance, technical and functional**
- 6 The role of value analysis and value engineering in the process of developing scopes of work and specifications**
- 7 The legal and contractual impact of poor specifications and scopes of work**
- 8 How to embed scopes of work and specification outputs into tender and quotation documents**
- 9 Developing KPIs and SLAs framed around robust effective specifications and scopes of work**

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