

# Project Negotiations and Vendor Management

One of the toughest jobs project managers and leaders face is negotiating project issues in order to reach successful project completion, while still maintaining good relationships. A project manager is called on to negotiate when, among other tasks, the project requires: Hiring contract personnel; Procuring services, materials and equipment; Arranging for support group commitments; Dealing with internal and external project team conflicts; and Incorporating required scope changes. While some negotiations involve a one-time acquisition or event, others require careful protection of new or ongoing working relationships. Project negotiations are much different than buying a used car!

This course teaches participants basic and advanced negotiating strategies and tactics which can be used to ensure satisfactory agreements, without compromising project success. This module picks up where PP&C, *The Foundations of Project Management* leaves off by expanding upon the methods of negotiating with your team, support groups, sponsor, management, outside vendors and interfacing projects. It reinforces and introduces additional techniques for interacting with the Stakeholders needed for project success.

**Course Title:** TSE003 Project Negotiations & Vendor Management

**Fees:** \$525 per Session

Those involved with PMI and the Project Management Professional – PMP program are awarded 7 PDUs or “Contact hours”.

## Course Outline

- I. Introduction and Course Objectives
- II. Negotiations “101”
- III. Planning for Upcoming Negotiations (Research *our* arena!)
- IV. Planning for Upcoming Negotiations (Research *their* arena!)
- V. The Set-up
- VI. During the Negotiations
- VII. The “End Game”
- VIII. Project Procurement Management
- IX. Plan Purchases and Acquisitions
- X. Plan Contracting
- XI. Request Seller Responses
- XII. Select Sellers
- XIII. Contract Administration
- XIV. Contract Closure
- XV. Follow-up Issues
- XVI. Conclusion

Instructional methods for this one day module are lecture, discussion, exercises, simulations, role plays and workshops. Reference to and inclusion of the PMI ® PMBOK are certainly included and applied to real world situations. Session also has participant discussions and feedback of ongoing project situations.

## The Program

Upon completion of this module of training, participants will be able to:

- Confidently and successfully engage in Project (and even non-project) Negotiations.
- Apply valuable verbal and non-verbal Communications techniques to all Project Communications, including Negotiations.
- Understand, Develop and Apply applicable negotiation tools and strategies, including BATNA, to meet project goals.
- Negotiate with Support Groups, Cross Functional Resource Managers and Team Members, for assistance and commitments (SLAs), to create project deliverables.

- Negotiate with Vendors and Subcontractors to ensure that required work is contracted to ensure it is completed on Schedule and meets Quality standards.
- Understand many of the Legal, Ethical, and Organizational issues that need to be considered before, during, and after Negotiating.
- Identify the Procurement Management process and the role the project manager plays in dealing with vendors and support groups.
- Understand the different type of contracts, purpose, benefits and potential pitfalls.

**Further Information**

For further information about this or any of our other courses please email: [sbucet@stonybrook.edu](mailto:sbucet@stonybrook.edu)