

Intro to Procurement Agenda

CONTENT	TIME (MIN)	DAY
Introduction <ul style="list-style-type: none"> - Course Summary - House Keeping - Introduction 	5	9.30 – 9.35
Activity 1 – Ice Breaker Procurement Activity	15	9.35 – 9.50
Part A – Procurement Requirements		
Commonwealth Framework <ul style="list-style-type: none"> - PGPA Act/Rules - Commonwealth Procurement Rules - Procurement Connected Policies 	20	9.50 – 10.10
Organisational Requirements <ul style="list-style-type: none"> - Departmental processes - Seeking Approvals - Delegations - Guidance and Templates 	30	10.10 – 10.40
Morning Tea Break	10	10.40 – 10.50
Part B – Stepping through the process		
Procurement Checklist <ul style="list-style-type: none"> - Planning - Approach to Market - Evaluation - Entering into Contract 	40	10.50 – 11.30
Procurement Overview	10	11.30 – 11.40
Writing a Business Case	5	11.40 – 11.45
Questions	15	11.45 – 12.00