Project Management

SCANDINAVIAN ACADEMY
Training and Development

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Course: Technical Specifications & Evaluating Proposals

Code	City	hotel	Start	End	price	Hours
717	Zurich (Switzerland)	Hotel Meeting Room	2024-04-15	2024-04-19	5450 €	25

Course Description

The Request for Proposal (RFP) is a tool includes the technical and financial used by organizations to solicit bids from vendors for goods and services. More importantly however, the RFP itself is an important document in project management. This course will start by identifying the characteristics of a successful RFP, and then will follow the RFP process step-by-step to construct a request that will meet those characteristics. The course will allow participants to gain hands-on experience in writing and evaluating RFPs, both by creating their own RFP and by researching and evaluating RFPs.

Course Goal

To enhance the participant’s knowledge, skills, and abilities necessary for understanding the philosophy and benefits of project management,.

Course Objectives

By the end of this course the participant will be able to:

- Understand what is an RFP and why to be written
- Determine qualities of a successful RFP
- Differentiate between RFP (Request for Proposal) vs. RFI (Request for Information)
- Plan and prepare RFP
- Determine administrative requirements
- Determine technical requirements
- Determine management requirements
- Determine prices
- Evaluate proposals

Course Outline

- What is an RFP?
- Why write an RFP?

- Qualities of a Successful RFP
- RFP (Request for Proposal) vs. RFI (Request for Information)
- RFP Planning and Preparation
- Anatomy of an RFP
- Administrative Requirements
- Technical Requirements
    - Creating Realistic, Concise, Comprehensive And Unambiguous Specifications
    - Organization of Specification Writing
    - Specifications and Contracts
    - Scoping and Defining Requirements
    - Structuring the Specification
    - Writing the Specification
    - Document Publication and Control
- Management Requirements
- Pricing
- Evaluating Proposals
    - General
    - The Evaluation Process
    - The Scope of Evaluation
    - Information used in Evaluation Process
    - Evaluating Costs
    - Determining whether a proposal unacceptable
    - Establishing a Short List of Vendors

Who Can Benefit?

Tender and contract managers, project managers and engineers, purchasing managers, specification and standards engineers, materials managers, quality engineers, design engineers, and product engineers

The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.