Course Syllabus

Course Name:	Project Procurement & Contract Management
Course Code:	MSP606
Credit Hours:	Three class hours (per week)
Course Prerequisites:	Prior projectized experience
Quarter/Year:	Spring 2016
Instructor:	Muhammad Ali Raza Hanjra
Contact No:	+92 (345) 549 7368
Consultation Hours:	Email: 24/7/365
E-mail:	alihanjra@gmail.com

1. **Course Description:**
   The stated Course on **Project Procurement & Contract Management** is a sub-component of a broader Supply Chain Management framework. It comprises a structured academic approach to enable Course participants achieve professional knowledge of Procurement and Contract Management processes in commercial, government and international environments within a complete Project Life Cycle. Course participants will thoroughly learn all procurement phases from procurement planning, conducting procurements and controlling procurements till contract close-out with respect to the PMI® processes, National Procurement Regulatory Framework, international best practices in Procurement Management & Contract Law.

2. **Course Objectives:**
   The objective of the Course is to expose the participants to professional requirements of the following:

   - Concept and philosophy relating to all stages of procurement & Contract Management and their practical application through various real-world simulation exercises & case-studies in scenarios pertaining to commercial, government & international contracting.

   - Contemporary issue in Supply Chain Management w.r.t acquisition process.

   The learning stream is consistent with the PMI Project Management Body of Knowledge (PMBOK)® 5th edition and the related procurement processes.

3. **Learning Outcomes:**
   The learning outcome is geared towards achieving professional expertise in procurement work-flow from both the bidder's & the buyer's perspective on a wider Supply Chain enablement layer. Participants will further analyze the role, responsibilities & expectations of a Project Manager in view of Procurement & Contract Management challenges for optimal but measurable performance through Contract Management Organizational Assessment Tools.

4. Textbook:

Book Name	Author	Publisher	Edition	Publishing Year
Pakistan Procurement Code	PPRA Islamabad		4th edition	2015
Strategic Supply Chain Management – Principles, theories and Practices	Cousins & lamming	Prentice Hall	6th edition	2007

5. Reference Book(s):

Book Name	Author	Publisher	Edition	Publishing Year
Procurement Principles and Management	Baily & Farmer	Princeton Hall	10th Ed	2008
Contract Management; Organizational Assessment Tools	Gregory Garett & Rene Randon	NCMA	1st ed	2005
Supply Chain Risk – Understanding Emerging Threats to Global Supply Chains	John Manners-Bell	Kogan Page	1st ed	2014

The following Quiz, Mid-Term & Final Marks exams are Compulsory

6. Grading Policy/Student Assessment:

Assessment Instruments*	Percentage*	Lecture Number
Mid-Term	30%	Lecture-8
Assignments & Class participation	15 %	Related Lectures
Quiz	15 %	Lecture-5
Final Exam	40 %	Lecture-16

* Set by BUI but may be changed under teacher's discretion upon approval from Mgmt.

7. Expected Class Conduct:

Class assignments will be done in the second half of the lecture and will be presented as individual or Group assignment as required followed by a presentation before the Class, and submitted by email to the instructor before the next lecture. Hand-outs and supplementary readings on Course topics may be provided by the Instructor. As each lecture will be highly interactive with practical industry experience blended with academic concepts, **class participation is strongly recommended.** Eating, listening to mobile phones, class disturbance through low-pitched chat and late arrivals etc. are strictly discouraged and will be immediately reported to the Course Management.

8. Teaching and Learning Methodology:

The teaching methodology will include individual and Group Class assignments, case-study analysis, interactive discourse between class participants and presentations before Class.

9. Materials and Supplies:

Class participants will be provided lecture slides, case study materials, assignment materials and copies of supplementary readings to achieve course objectives and enhance their professional skills.

10. Attendance Policy:

Prompt arrival and regular attendance are extremely important. Please refer to student handbook for policies on late entry, maximum absences allowed, leave application etc.

10. Students with Physical or Educational Challenges:

Students with educational and/or physical challenges are entitled to extra attention and time from the instructor. Therefore students are advised to notify the course instructor at the beginning of the course. Special arrangement may also be made on prior request based on specific challenges.

11. Academic Integrity

This course seeks to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student should derive personal satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals and will be treated according to the policy stated in the Student Handbook. The instructor reserves the right to utilize electronic means to help prevent plagiarism.

12. Instructor's Course Portfolio:

The faculty may upload the following course files on Bahria University's web-portal dedicated for the:

- Course syllabus
- Presentation slides
- Handouts / templates
- Lecture notes
- Reading material
- Exams/Quizzes
- Assignments & Group presentations
- Project

Any such arrangement promotes a paperless environment and provides a one-point file access for students, faculty & IR. However, some hardcopies will still be required for submission at semester end:

- Exams/Quiz/Hourly question papers with answer sheets
- Model answers for all assessments
  (under teacher's discretion a soft copy of above-mentioned may be uploaded instead)
- All assignments submitted in hardcopy if unless stated to be submitted by email.

13. <u>Comments and/or Suggestions:</u>

Students and Instructors may contact the concerned section for MSPM if there is a need to make   suggestions or comments on the following topics that can help further improve the course.

Students	Instructors
• Course Content/ thoroughness • Lecture Delivery/Supplementary Material • Facilities/Labs/Software/Hardware Support • Course alignment with learning outcomes • Any other comments/feedback	• Availability of teaching material • Facilities/Internet/Administrative Support • Labs: Software/Hardware/Technical support • Availability and quality of Teaching Instruments • Any other comments/feedback