Performing a Procurement GAP Analysis

30 Jul - 03 Aug 2017, Dubai
24 - 28 Dec 2017, Doha
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Introduction

It is essential that procurement strategies are aligned with corporate strategies so that organizations can add value through increased efficiencies and eliminate wasteful processes. Vast sums of money to procure goods and services must be undertaken by organizations if they are to remain competitive, especially in the current economical climate. However, far too much money is wasted on procurement activities and processes as a result of gaps appearing in the strategy and working processes, and in turn, these gaps have a direct effect on procurement efficiency. Mostly these gaps are not immediately noticeable and therefore become the “norm” in procurement day-to-day activities. To eliminate this, it is vital that these gaps are analysed, measured and closed.

Procurement professionals need to understand the importance of conducting a robust Procurement Gap Analysis to determine the current state (AS-IS) and implement actions for future state (TO-BE). This practical hands-on training course have been designed to provide delegates with the tools and techniques required to perform a viable Procurement Gap Analysis and identify the needs and measures to be undertaken to close these gaps, which will result in major savings of time, money and effort.

This Procurement GAP Analysis training course will feature:
- Integrating procurement with other organizational operation, business and strategic functions
- Clear characteristics of procurement gaps and why these gaps are still significant and continuing
- What is Gap Analysis?
- What is a Gap Analysis process?
- Closing these gaps and achieving a productive and value intensive procurement

Objectives

By the end of this Procurement GAP Analysis training course, participants will be able to:
- Analyze the role of procurement in driving the organizational strategic and competitive advantage
- Identify where are the gaps in procurement within their organization
- Investigate and analyze effectively the nature and root cause of these procurement gaps
- Propose practical approaches and methods to eliminate these gaps in procurement
- Continuously improve procurement benchmarked to value intensive best practices

Training Methodology

The Procurement GAP Analysis training course will utilize a variety of proven highly interactive and engaging adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes facilitated group and individual exercises, case studies, role-play and videos. The instructor will also facilitate learning by encouraging the delegates to test and critically appraise the learning and input from this training course. Delegates will have an opportunity to put forward and discuss critically their day-to-day issues, problems and challenges in procurement processes including identifying a meaningful way forward.

Organisational Impact

Improved performances comes from closing the gaps to your competitors. This seminar considers:
- Best Practices in Procurement strategy
- Identifying gaps in procurement planning and implementation
- Skills required for world class procurement
- Problem solving within procurement
- Planning to close the gap and deliver excellent procurement
- Tips for benchmarking

Personal Impact

Participants will come away with clear ideas about how to improve their own and others’ procurement performance:
- Individual action plans
- Problem solving techniques
- steps to turn strategy into action
- Root cause analysis processes
- Personnel competency development framework
- Tips for engaging with stakeholders

Who Should Attend?

This Procurement GAP Analysis training course is suitable to a wide range of procurement and purchasing professionals but will greatly benefit the following individuals who belong in any sectors and domains:
- New & Experienced Procurement Personnel
- Procurement Team Leaders, Line Managers & Departmental Heads
- Tendering & Contracts professionals
- Technical & End Users
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**Seminar Outline**

**DAY 1**

**Understanding where Procurement Strategy fits into a Corporate Strategy**
- What’s in a Procurement Strategy
- Essential components of a Procurement strategy
- Linking Corporate and Procurement objectives
- Identification of “gaps” affecting Corporate and Procurement strategies
- Determine the relevance and impacts gaps in the Procurement strategy
- Identify the process to achieve the desired outcome

**DAY 2**

**Conducting a Comprehensive Needs Assessment**
- Analyze the Current State
- Internal evaluation to identify performance deficiencies
- Identifying what needs to be done
- Identify Future State
- Using Gap Data
- Identify how to “Bridge the Gap”

**DAY 3**

**Using Gap Analysis Tools and Techniques**
- Conducting a SWOT analysis
- Understand the techniques of Problem Solving
- Apply gap analysis to a problem
- Seven Step Problem Solving
- Conduct a Root Cause Analysis
- Using PDCA (Plan-Do-Check-Act)

**DAY 4**

**How to Eliminate these Procurement Gaps and the Way Forward**
- Identification of the actual factors responsible for the Gap
- Understand the factors and reason why for the Gap
- Developing sustainable and viable remedies that address the factors
- Develop the means to close the gap
- Developing proposals for correct actions to be taken to eliminate the gaps
- Gaining “buy in” from key stakeholders

**DAY 5**

**Bridging the Gap and Continuous Monitoring of Procurement Practices**
- Determine what success looks like
- Engagement with the key internal and external stakeholders
- How to integrate value in current procurement practices and appreciate why it is important to remove these gaps
- Next steps to build successful procurement strategy and eliminate inherent gaps
- Managing implementation of the gaps free procurement strategy and the strategic fit
- Continuous improvement measures with Suppliers and Contractors to avoid future and potential gaps

**Approved Centre**

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GAP Analysis

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LAST NAME: __________________________________________
FIRST NAME: _________________________________________
DESIGNATION: _______________________________________
COMPANY: __________________________________________
ADDRESS: ___________________________________________
CITY: _______________________________________________
COUNTRY: __________________________________________
TELEPHONE: _________________________________________
MOBILE: _____________________________________________
FAX: _______________________________________________
EMAIL: _____________________________________________

AUTHORISATION DETAILS

AUTHORISED BY: _______________________________________
DESIGNATION: _______________________________________
COMPANY: __________________________________________
ADDRESS: ___________________________________________
CITY: _______________________________________________
COUNTRY: __________________________________________
TELEPHONE: _________________________________________
MOBILE: _____________________________________________
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PAYMENT DETAILS

☐ Please invoice my company
☐ Cheque payable to GLOMACS
☐ Please invoice me

CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

4 WAYS TO REGISTER

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TERMS AND CONDITIONS

• Fees - Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
• Mode of Payment - The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/sponsor. Credit card and cheque payments are both acceptable.
• Cancellation / Substitution - Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
• Hotel Accommodation - is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
• Attendance Certificate - a certificate of attendance will only be awarded to those delegates who successfully completed/attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
• Force Majeure - any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
• Fair Access / Equal Opportunities - In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

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