

# FORUM 2017: Creating Connections Together



## Project Management for the Procurement Professional

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# Session Agenda

- What is Project Management (PM)?
- Why is PM important to Procurement?
- What is the role of Procurement in PM?
- How do we get started?
- What are some tips for success?
- What are some lessons learned?



# What is Project Management?

The process of planning, organizing, staffing, directing and controlling activities for a specific term to meet specific goals and objectives.



# We Wear Two Hats



**Department**



**Agency**





# What Are Governments' "Projects"?



# WHY DO PROJECTS FAIL?



# Why Do Projects Fail?

## Lack of Resources

Lack of Planning

Lack of Support  
& Oversight

Wrong Project  
Manager



Wrong Project/  
Wrong Time

Over budget/time

Wrong Team  
Members

Unclear Goals & Objectives



# WHY IS PROJECT MANAGEMENT IMPORTANT?





# Why is Project Management Important?

- ✓ Provides a strategic method for managing
- ✓ Provides a measurement against a plan
- ✓ Promotes collaboration and dialogue
- ✓ Lends credibility to the project
- ✓ Solicits stakeholder involvement & support
- ✓ Documents the process and the project
- ✓ Ensures a higher degree of project success



# WHY IS PM IMPORTANT TO PROCUREMENT?



# Why is PM Important to Procurement?

- ✓ Sourcing Agent for Good/Service
- ✓ Contract Administrator
- ✓ Protector of Agency Interest
- ✓ Risk & Liability
- ✓ “Go To” Department
- ✓ Mediator (Contractor-Dept-Management)
- ✓ Project Management Void



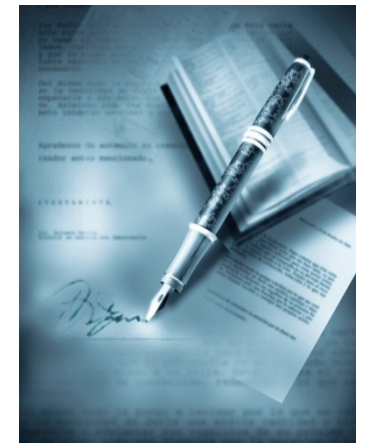
# Elements of a Project

- Time: Specific start/end date
- Scope: Specific objectives
- Money: Budget
- Resources: Capacity





# Procurement Projects





# Project Constraints



# How Do We Get Started?

- ✓ Selecting the “Right” Project
- ✓ Understand Your Goal
- ✓ Determine Your Priorities
- ✓ Create a Strategic Plan
- ✓ Establish the “Right” PM
- ✓ Choose the “Right” Team



# Creating the Team

Accountability

Size

Skills

Clear  
Approach

Specific  
Goals & Roles



Meaningful Purpose





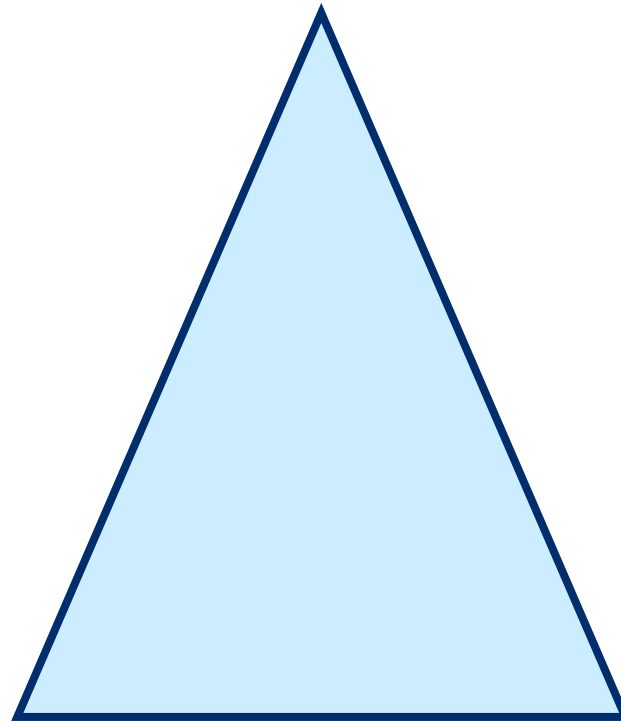
# Agency Projects



# Contract Administration

**Contractor**

**“Profit”**



**Agency**

**“Budget/  
Schedule”**

**Citizenry**

**“Value/Quality”**





# What is the Role of Procurement?

- Protect the Agency
  - Notifications/Updates
  - Advisor
- Manage the Contract
  - Scope/Budget/Schedule
  - Contract Amendments
  - Change Orders
  - Claims/Disputes
  - Critical Path
  - Tools



# Procurement as Project Manager

- Organized/Disciplined
- Confident/Ambitious
- Creative/Initiative
- Flexible/Adaptable
- Committed
- Enthusiastic



# Procurement as Team Member

- Team Building
- Conflict Resolution
- Negotiation
- Planning
- Technical
- Communication



# Management Expectations

- Accountability
- Resolve Conflict
- Recommendations
- Communicate/Report
- Minimum Disruption
- Manage Budget/Staff



# In Practice.....

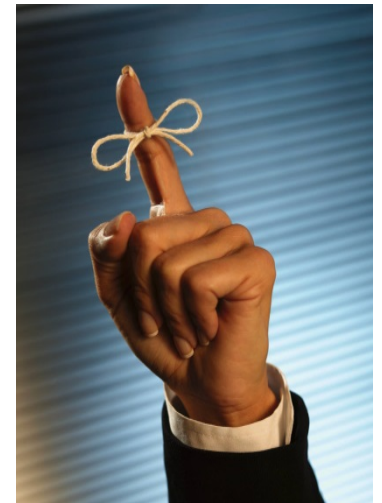
- Engage early in the project discussion
- Ensure the contract matches the project plan
- Encourage a project management discipline
- Monitor the progress/remain engaged
- Inform leaders of status and challenges
- Be realistic, be honest
- Practice good contract administration





# What Are Some Tips for Success?

- Communication!
- Know Your Project Sponsor/Keep Informed
- Critical Path/ Keep Float in Reserve
- Know Your Schedule & Monitor
- Watch Critical Tasks
- Estimate Based on Reality
- Consistent Messaging



# What are Some Lessons Learned?

- Politics, politics, politics
- Know Your Environment
- Know Your Contract
- Engage the Right Players
- Budget & Schedule
- Know Your Value & Role



# Thank You!

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