QUEST
Professional Center

PROFESSIONAL TRAINING COURSE

Course No. 1606

Public Procurement Planning, Budgeting & Cost Management Training Course

GOVERNMENT PROCUREMENT, SUPPLY CHAIN & LOGISTICS
GOVERNMENT & PUBLIC SECTOR

DURATION
5 Days

DELIVERY
Classroom

Course Overview

Public procurement planning, budgeting, and cost management are critical to ensuring that government entities and public sector organizations acquire goods, services, and works efficiently, transparently, and in alignment with strategic priorities. Effective procurement planning connects organizational requirements with available budgets, procurement schedules, market conditions, and expected outcomes.

This course provides a practical framework for integrating procurement planning with budget preparation and financial management. It focuses on demand planning, expenditure forecasting, cost estimation, budget allocation, procurement scheduling, market analysis, and cost control throughout the procurement lifecycle.

Effective cost management in public procurement requires more than obtaining the lowest price. It involves understanding total cost, evaluating value for money, managing financial risks, controlling expenditure, and ensuring that procurement decisions deliver sustainable economic and operational benefits.

Participants will develop practical skills to prepare procurement plans, estimate and manage procurement budgets, analyze costs, monitor expenditure, identify financial risks, and establish effective controls that support transparency, accountability, efficiency, and value for money in public procurement.

Objectives

- By the end of this course, participants will be able to:
- Understand the principles of public procurement planning and financial management.
- Align procurement plans with organizational strategies and government priorities.
- Assess procurement needs and establish realistic requirements.
- Develop annual and multi-year procurement plans.
- Prepare procurement budgets based on accurate demand and expenditure forecasts.
- Apply appropriate methods for estimating procurement costs.
- Analyze market conditions and their impact on procurement budgets.

- Apply total cost of ownership principles to procurement decisions.
- Develop procurement schedules aligned with budget availability.
- Monitor procurement expenditure and budget utilization.
- Identify and manage procurement-related financial risks.
- Apply cost control techniques throughout the procurement lifecycle.
- Evaluate value for money beyond the lowest purchase price.
- Develop procurement performance indicators and financial controls.
- Improve coordination between procurement, finance, budget, and user departments.

Who Should Attend

This course is designed for procurement and purchasing professionals, procurement managers, contract managers, budget officers, financial management professionals, and public sector supply chain specialists.

It is also suitable for government department managers, project managers, planning professionals, finance and accounting teams, internal control professionals, and personnel responsible for preparing procurement plans, managing budgets, evaluating costs, or monitoring public expenditure.

The course is particularly valuable for professionals involved in government procurement who need to strengthen the integration between procurement planning, budget management, cost control, financial accountability, and value for money.

Learning Outcomes

- Upon successful completion of this course, participants will be able to:
- Develop procurement plans aligned with organizational and government priorities.
- Identify and prioritize procurement requirements.
- Prepare realistic procurement budgets and expenditure forecasts.
- Estimate procurement costs using appropriate approaches.
- Analyze market conditions and price movements affecting procurement.
- Develop procurement schedules based on budget availability and operational priorities.

- Apply total cost of ownership in procurement decisions.
- Monitor budget utilization and procurement expenditure.
- Identify procurement cost variances and their underlying causes.
- Apply effective cost control measures.
- Identify and assess financial risks throughout the procurement lifecycle.
- Evaluate value for money in public procurement decisions.
- Develop financial and procurement performance indicators.
- Strengthen coordination between procurement, finance, budget, and operational teams.
- Improve transparency, accountability, and financial control in public procurement.
- Targeted Competencies
- Public Procurement Planning.
- Procurement Budgeting.
- Cost Estimation.
- Expenditure Forecasting.
- Procurement Scheduling.
- Budget Allocation.
- Cost Control.
- Total Cost of Ownership.
- Value for Money.
- Market and Price Analysis.
- Procurement Financial Risk Management.
- Budget Monitoring.
- Procurement Performance Management.
- Financial Accountability.
- Strategic Procurement Planning.

Course Outline

DAY 01

Strategic Public Procurement Planning

- Understanding the role of procurement planning in the public sector.
- Linking procurement with government strategies and organizational objectives.
- Identifying and consolidating procurement needs.
- Demand planning and requirements analysis.
- Prioritizing procurement requirements.
- Annual and multi-year procurement planning.
- Procurement planning assumptions and constraints.
- Coordinating procurement plans with operational plans.
- Roles of procurement, finance, budget, and user departments.
- Developing an effective procurement planning cycle.

> PRACTICAL APPLICATION
>
> Developing a structured annual procurement plan for a government entity.

DAY 02

Procurement Budgeting and Expenditure Planning

- Principles of public procurement budgeting.
- Linking procurement requirements with approved budgets.
- Budget preparation and allocation for procurement activities.
- Expenditure forecasting and cash flow planning.
- Estimating procurement quantities and financial requirements.
- Developing realistic procurement cost estimates.
- Budget constraints and prioritization decisions.
- Procurement scheduling based on budget availability.
- Managing budget revisions and changing requirements.
- Monitoring budget utilization.

DAY 02 — CONTINUED

> **PRACTICAL APPLICATION**
>
> Preparing a procurement budget and expenditure forecast based on planned requirements.

DAY 03

Cost Estimation, Market Analysis and Total Cost Management

- Principles of procurement cost estimation.
- Historical pricing and cost benchmarking.
- Market research and supplier price analysis.
- Understanding market trends and price fluctuations.
- Identifying cost drivers.
- Comparing alternative procurement approaches.
- Total Cost of Ownership.
- Direct and indirect procurement costs.
- Lifecycle costing for goods, services, and assets.
- Identifying opportunities for cost optimization.

> **PRACTICAL APPLICATION**
>
> Conducting a cost analysis and comparing procurement alternatives based on total cost.

DAY 04

Cost Control, Financial Risk and Procurement Performance

- Establishing procurement cost control mechanisms.
- Monitoring actual expenditure against approved budgets.
- Identifying and analyzing cost variances.
- Managing price escalation and financial uncertainty.
- Identifying procurement-related financial risks.
- Managing budget and expenditure risks.
- Contract pricing and financial control considerations.

DAY 04 — CONTINUED

- Payment controls and expenditure verification.
- Procurement performance indicators.
- Developing procurement and budget monitoring dashboards.

> **PRACTICAL APPLICATION**
>
> Analyzing procurement cost variances and developing corrective cost-control measures.

DAY 05

Value for Money, Governance and Integrated Procurement Management

- Understanding value for money in public procurement.
- Lowest price versus best overall value.
- Balancing cost, quality, risk, performance, and lifecycle value.
- Integrating procurement, budgeting, finance, and contract management.
- Strengthening transparency and financial accountability.
- Procurement governance and internal controls.
- Improving procurement efficiency and cost effectiveness.
- Benchmarking procurement performance.
- Developing strategic cost-saving and optimization initiatives.
- Measuring procurement outcomes and financial benefits.
- Building a sustainable procurement planning and cost management framework.

> **PRACTICAL APPLICATION**
>
> Developing a 90-day action plan to improve procurement planning, budget utilization, cost control, and value for money.

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Register or Request More Information

Course page: https://quest-training.com/courses/public-procurement-planning-budgeting-cost-management-training-course
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