

Developing and Writing Specifications – ONLINE

Level: Intermediate

Description

Developing a great specification is an art, and if done right can ensure that you as a buyer gets exactly what you need and makes management of supplier performance easy. But all too often specifications are vague, poorly written, or ambiguous and lack the clarity required.

A poor specification often leads to cost overruns, disputes and can make managing performance issues with the supplier almost impossible.

This course unpacks some of the common issues with specification writing and provides useful tips and tricks on how to get your specification right.

Learning Outcomes

On completion of the course participants should be able to:

- Understand what is required to develop tender/ quote documentation and the types of documentation.
- Understand what is required to develop a clear and unambiguous specification.
- Understand what is required to review a specification.
- Understand how to incorporate performance management into a specification including developing clear and suitable KPI's and targets.
- Understand what is required to develop monitor and reporting processes.

Program Content

6 videos – 4 hours learning

- Overview
- Module 1: Developing Tender and Quote Documentation
- Module 2: Developing Specifications
- Module 3: Reviewing Specifications
- Module 4: Performance Management
- Summary