



Course No.	SC 501	
Course Title:	WORKSHOP ON PREPARATION OF PROCUREMENT PLANS FOR PUBLIC OFFICERS “If you fail to plan, you plan to fail”	
Target Group: Officers in the All Island Services and other Staff Grade Officers, Staff Grade Officers of SOEs	Duration: 05 Days	
Main Subject Areas: <ul style="list-style-type: none"> • Guidelines references for procurement plan • Strategic concern in procurement plan • Procurement Preparedness Activities • Relationship between action plan and procurement plan • Methods of Procurement • Preparation of Total Cost Estimate and allocating the Time • Packaging and slicing • Preparation of Annual Procurement Plan • Preparation of Detailed Procurement plan • Preparation of Procurement Time schedule • Methods of reviewing the Procurement plan 		
Learning Outcomes: On successful completion of the course, the participants will have the ability to <ul style="list-style-type: none"> • Prepare Procurement plan in accordance with Procurement Guide line • Design and monitor the internal control systems of procurement planning • Develop progress review methods of achieving the targets of procurement plan 		
Course Fees: Rs.17,500.00	Medium	English
Assessment Method	Group work of preparation of set of bidding document and Group presentation	
Course Coordinator	Mr.Lasantha Gamage	
Contact Person	Sampath (011-5980294)	

**Employees of Government Ministries, Departments and Provincial Councils are exempted from paying the course fee. (State Owned Enterprise (SOE) employees are not exempted from Course fee.*