Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Establish preliminary procurement policies and procedures
2. Code	ITSWPM621A
3. Range	Establish preliminary procurement policies and procedures for an organization to outsource a particular project (or part of it) [Project Management – Project Procurement and Contract Management]
4. Level	6
5. Credit	5
6. Competency	<u>Performance Requirement</u> 6.1 Have knowledge in the corporate resource allocation scheme — Be able to collect the corporate resources and their consumption details 6.2 Establish preliminary procurement policies professionally — Be able to draft the policies and criteria guidelines for procurement requisition in the following areas ▪ level of resource requirement in monetary term ▪ level of technical difficulties and complexity ▪ amount of manpower required ▪ risk factor 6.3 Define the procurement requisition procedure — Be able to develop detailed procedures for submitting applications for tender bidding or request for quotation 6.4 Establish complete general guidelines for legal concerns — Be able to draft a preliminary guidelines concerning the legal terms and conditions for procurement contracts including ▪ confidentiality ▪ liabilities ▪ penalty clause for project abortion ▪ insurance coverage
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) set up criteria for outsourcing project; (ii) develop a concise procedure guideline for make procurement requests; and (iii) provide general legal concerns for taking procurement management.
Remark	