

P10 - SPECIFICATION WRITING AND DEVELOPMENT

LEVEL

DURATION

METHOD

Working /Practitioner

1 day

Training Course

OVERVIEW

Writing and developing specifications is a vital skill for public procurement staff and other contract users. On completion of this course attendees will have developed their skills and understanding of specification writing for tender documentation.

AUDIENCE & FORMAT

This course is ideal for procurement professionals and non–procurement contract users who are developing specifications to be incorporated into tender documents. The content is presented by a trainer, supported by relevant case studies. The course also features a practical workshop element of writing a specification to a supplied template. Training notes are provided for reference.

OUTCOMES

On completion of this course attendees will:

- Be able to draft an effective specification for tender documentation
- Be aware of the impact of poorly drafted specifications
- Know how to avoid common pitfalls that lead to poorly executed contracts
- Know who is responsible for specification writing within tender documents
- Understand how to distinguish between types of specifications
- Understand the various types of specification.

COURSE CONTENT

- Definition of a specification, understanding good and bad specifications
- Developing the specification
- Key elements of a specification:
- KPIs and specifications
- Outcome/output based specifications
- Practical exercise in drafting a specification
- Sustainability considerations
- The contract management implications of the specification
- The importance of accuracy and clarity
- The role of procurement: influencing the specification, terms and conditions
- Types of specification

Relevant Competencies

- Specification development
- Building tender documents

PROCUREMENT JOURNEY

- Zone A (develop documents)
- Zone C (contract & supplier management)