

Vendor Management Best Practices

by Dr. Ben Hamilton

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Targeted Audience

Senior IT / Business project managers /coordinators, Product managers, Project champions, Project team members, and others who desire to develop their skills.

Purpose

Participants will be taught best practices for managing the vendor affiliation from beginning to securing contract/deal, including documenting requirements, negotiating contract terms, and evaluating

proposals. They will learn how and why to set up clearly defined roles and responsibilities between their organization and vendors.

This course, designed to provide a very effective, well-situated way to earn PMI or ponder on a particular topic.

Course Outcome

Participants will increase their understanding, abilities, knowledge, skills in the following areas

- 1- The significance of the vendor contract
- 2- Vendor communication scheduling and development
- 3- Vendor management plan
- 4- Vendor agreement closeout

Course Outline

1. Setting up the vendor relationship
2. Producing the vendor management plan
3. Manu scripting the vendor communication plan
4. Managing vendor all the way through the project life cycle from A-Z
5. Dealing with vendor concerns, issues and obstacles
6. Vendor agreement closeout

About the Trainer



Dr. Ben Hamilton has over 35 years' of international experience, Senior-level Business Strategist & IT professional experienced as CEO, COO, VP Business Development for fortune 100 companies like IBM, GE and Amadeus with over 18 years that includes years of experience across areas of Innovation, Knowledge Management, ERP, SDLC, Enterprise BPM, Business Development, CRM, Strategizing the Business Customer Segmentation, IT Service Delivery Management, System & Processes for IT Service Operations, Project & Program Management, Information Security (ISMS), Software Development & Integration (full SDLC, Software

Integration & Sociability, etc.), IT Infrastructure Management and Training & Education.

He demonstrated excellence in end-to-end Project Management – Initiation, Definition, Scope, Budgeting, Project Planning, Execution, Control and Closing (PMP Certified), with focus on delivering high value, critical solutions that match client's quality requirements and conform to time and budget constraints. In addition, avoids scope-creep by balancing business-and tech-side needs with realistic project commitment and common sense while leading projects to successful completion that exceeds expectation.

Laurels and Awards

- 2012 Excellence Awards for Outstanding Performance (Presented by President & CEO of Amadeus Corporate)
- 2011 Best Innovation & Quality Excellence for Management Style (Presented by President of Amadeus Asia)
- 2005 Leadership Award for Excellence Program Management & Demonstrating high values (Presented by President & CEO of GE Corporate)
- 2000 DWS Business Solution Consultant of the Year for Professionalism, Work quality, Reliability & Client Relations
- 1999 Best Overall Achievement for Software Quality & Software Engineering Project [IBM-GSA]
- 1998 Outstanding Achievement for Customer, Process & Information – IT Services [IBM & Telstra]

Investment Fee

SG\$ 1,185.00 per person

DELEGATE DETAILS

1st Delegate Name	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Others <input type="checkbox"/>
Direct Line	Email
Job Title	Department
Head of Department	

2nd Delegate Name	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Others <input type="checkbox"/>
Direct Line	Email
Job Title	Department
Head of Department	

3rd Delegate Name	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Others <input type="checkbox"/>
Direct Line	Email
Job Title	Department
Head of Department	

INVOICE DETAILS

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- Location is subject to change
- Minimum number of participants has to be reached prior to confirmation of event
- Please note that trainers and topics were confirmed at time of publishing, however, CTS may necessitate substitution, alterations or cancellations. CTS reserves the right to change or cancel any part of its published programmed due to unforeseen circumstances.
- Registrations should be made 3-4 weeks prior to event date
- Full payment for the course should be made 2 weeks prior to event date
- Cancellation 3 weeks prior to event date or no shows are liable to pay the full course with no refund, however you may substitute delegates at any time
- Participants are required to attend at least 80% of the course program prior receipt of Certificate.
- Force Majeure: Should for any reason outside the control of CTS, the trainer changes his dates or event cancels due to the act of terrorism, extreme weather conditions, industrial action or epidemic, CTS shall reserve the rights to replace the trainer or reschedule the event but the client hereby indemnifies and holds CTS harmless from and against any and all costs, damages and expenses, which are incurred by the client.

For more information, registration or any inquiries, kindly contact us at:

Marylen Ramos-Velasco
 Email: corp@ctssingapore.com
 Tel. #: +65- 6524 4973
 Mobile: +65 – 83229495; +6015- 48480048
 Fax: # +65-67258438
 www.ctssingapore.com