

Specification Writing

A one day programme designed to assist procurement practitioners in understanding and developing specifications to enable better outcomes from their contracts.

Program outline

- Types of specification
- Key components of a specification
- Use of language
- Practical examples of defining the work and specifying the standard
- When to use each type of specification

Benefits to the delegates

The attendees will:

- Be able to generate appropriate specifications for both goods and services
- Network with fellow professionals and share experiences
- Adopt 'best practice' approaches to defining requirements in an apt and appropriate way
- Interact with experienced procurement practitioners who can relate 'theory' to practical situations

Benefits to the organisation

The sponsoring organisations will:

- Access good practice concepts and approaches
- Practical focus ensures that attendees return with practical tools, techniques and methodologies that they can apply straight away

Duration & level

1 day. Intermediate level program

Who should attend?

This workshop is aimed at practitioners who write specifications for goods and/or services