



Degree Applicable  
Effective Quarter: Fall 2007

## I. Catalog Information

**CIS 95D**                      **Managing Outsourcing - a Practicum**                      **3 Unit(s)**

Pre-requisites: Computer Information Systems 95C or equivalent experience.

Advisory: English Writing 100 and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.

Three hours lecture.

Learn to acquire goods and services from an outer organization using procurement and solicitation processes. Perform contract administration till completion and settlement of contract.

## II. Course Objectives

- A. Determine what to procure and when.
- B. Document requirement for outsourcing and identify potential sources.
- C. Obtain Quotations, bids, offers or proposals
- D. Choose from potential sellers
- E. Manage the relationship with the seller
- F. Complete and settle the contract, including resolution of any open items.

## III. Essential Student Materials

None

## IV. Essential College Facilities

None

## V. Expanded Description: Content and Form

- A. Determine what to procure and when.
  - 1. Identify project needs that can be best met by procurement of products and services outside of the project organization
  - 2. Apply techniques such as make or buy analysis, expert judgement or contract type selection.

3. Create a Procurement Management Plan
- B.** Document requirement for outsourcing and identify potential sources.
  1. Create statement of work
  2. Apply techniques such as solicitation planning.
  3. Generate Evaluation criteria to rate or score proposals.
- C.** Obtain Quotations, bids, offers or proposals
  1. Identify qualified seller lists and provide them a Request for Proposal.
  2. Use techniques such as bidder conferences or advertising to reach the audience.
  3. Accept responses from Sellers
- D.** Choose from potential sellers
  1. Analyze bids or proposals using the evaluation criteria to select a seller.
  2. Select a single seller who will be asked to sign the contract.
  3. Create and present the contract to the seller.
- E.** Manage the relationship with the seller
  1. Apply project management process to contractual relationships and integration of the outputs from these processes.
  2. Document contract terms and condition.
  3. Establish a payment system with vendor.
- F.** Complete and settle the contract, including resolution of any open items.
  1. Collect and analyze Contract documentation.
  2. Perform formal acceptance of contract and a closure meeting.

## **VI. Assignments**

- A.** 3-12 Homework Assignments helping students apply the PMBOK Theory from text and lab manual. Students will work on case studies on fictitious scenarios and prepare papers and/or presentations.

## **VII. Methods of Instruction**

Lecture and visual aids  
Discussion of assigned reading  
Discussion and problem solving performed in class  
Guest speakers  
Collaborative learning and small group exercises  
Collaborative projects

## **VIII. Methods of Evaluating Objectives**

- A.** Solving scenarios that require implementation of course outline.
- B.** One Midterm

**C. Final exam****IX. Texts and Supporting References****A. Required Texts**

1. A Guide to Outsourcing, Sukhjit Singh, MS - Management of Software System Development, Carnegie Mellon University, 2005

**B. Supporting Texts and References**

1. None