Welcome to Managing Risk in Public Sector Contracts

This course is designed for Procurement Officials who work with complex contracts. This course focuses on how planning, monitoring, anticipating change, and proactive oversight immediately impact the success of a contract's stated outcomes. This course is based on the textbook *Risk Management in Public Contracting* by Elisabeth Wright, Ph.D., CPCM.

Course Objectives

Upon successful completion of this course, participants will be able to:
- Identify the components of the risk management process.
- Describe each phase of the four-phase process model.
- Assess types and levels of risk.
- Identify risk management tools and associate them with different types of risk.
- Identify, assess, and handle procurement related risks through the scope of a risk management plan.
- Integrate risk management into contract administration.

Textbooks and Materials

*Risk Management in Public Contracting* by Elisabeth Wright, Ph.D., CPCM. Participants receive this eBook when they register. Additional readings will be provided as the course progresses.

Course Activities

This course recognizes the importance of planning, monitoring, and proactive insight and oversight into risk areas related to the contract's stated performance outputs and outcomes. Practical examples, discussion, group exercises, and case studies will be used throughout the course.

The course is organized by week. Each week contains:
- An assigned chapter of the textbook
- One or more supplementary articles
- A group and/or individual activities
- Discussion questions
- A self-assessment

The weekly self-assessment, based on terminology and concepts directly from the reading assignments, is a tool for you to gauge how much you have learned and is non-graded. It is highly recommended for those who are preparing for the UPPCC certification exam to pass each self-assessment.
You should complete the reading assignments first each week, and you may read ahead.

You will participate in full class discussions every week. You will respond to the instructor’s questions with a well thought out paragraph at minimum and make a substantial comment on one other response on the discussion board.

You must complete all the weekly assignments before taking the final assessment. It is expected that the final assessment will be completed in the final week of the course. If you require assistance with the timing of your final assessment, please contact your instructor and NIGP (distancelearning@nigp.org) to make arrangements.

**Basis for Student Grading**
You will receive a grade of pass or fail. In order to pass, you must:
- Work with your team to complete the group assignments.
- Participate every week in the discussions on the discussion board.
- Submit each weekly self-assessment.
- Achieve a score of at least 70% on the final exam (within three attempts).

**Attendance Policy**
NIGP requires that all participants attend to all aspects of an eLearning course. This means that attendees collaborate with groups on all group assignments within the time frame of the course. All participants must also answer instructor-posed discussion questions within the time frame of the course. If a participant fails to show participation within the first week and has not responded to inquiries from the instructor and course moderators, it is assumed the participant has dropped the course. If you have any questions about your attendance or require assistance due to extenuating circumstances, please contact the instructor and NIGP (distancelearning@nigp.org) to discuss.

**Course Schedule**
Compare this course schedule to your personal and professional schedules to identify weeks with heavy workloads. While you cannot complete group work ahead of time, you may want to read ahead. This schedule may be changed with prior notice anytime during the course.

**Week 1: Introduction Week**

**Focus:** The activities this week will prepare you to work effectively in an online learning environment.
- Print and read this syllabus.
- Review the Course Rules.
- Participate in the whole class discussion via the RISK Main Discussion forum. Read instructors welcome post and Reply. Share who you are and what types of procurement you engage in.
Week 2: Defining Risk within the Procurement Cycle

Focus: The activities this week will examine the various shapes, forms, and types of risk, the contractor’s vs. the agency’s view of risk, and risk within the procurement cycle

Reading:
- Text, Chapter 1: Defining Risk within the Procurement Cycle
- Article: “Public Procurement’s 3 Pillars of Risk Management”

Activities:
- Watch the video “Assessing Types of Risk” presented by Joyce Foster, CPPO, CPPB
- Complete the Group Roles Assignment - You have been added to a group discussion community (RISK1, RISK2, etc.). Collectively determine via discussion postings who will take the Project Leader roles for each week and when the individual contributions for each group assignment should be added to the Risk group discussion. (Select a day and time earlier than the expected due date of the assignments so the Project Leader has ample time to compile everyone’s input and upload the completed assignment to the course for the group.) The project leader for this week will upload the completed assignment.
- Complete Road Scraper Case Part 1 as an individual activity.
- Respond to the discussion questions posted by the instructor in the Risk Week 1 Discussion and make at least one substantial comment to another student’s answer
- Complete the Week 2 Self-Assessment

Week 3: The Four Phases of Risk

Focus: Through the use of a case study, learners will examine the four phases of risk.

Reading:
- Text, Chapter 2, part 1, pages 15-24: A Framework for Managing Risk
- Appendix A: Work Breakdown Structure
- Appendix B: Root Cause Analysis Is…?
- Article: “Top 10 Risk Tips”

Activities:
- Watch the video “Risk Management a Daily Task” presented by Jennie Readey, CPPO, CPPB
- Collaborate with your Group to complete the Road Scraper Case Part 2
- Respond to the discussion questions posted by the instructor in the Risk Week 2 Discussion and make at least one substantial comment to another student’s answer
- Complete the Week 3 Self-Assessment
Week 4: Assessing the Levels of Risk

Focus: Learners walk through a risk assessment process from identification through assessing the levels of risk.

Reading:
- Text, Chapter 2, Part 2, pages 24-31: Assessing the Levels of Risk
- Appendix C: Plan-Do-Check-Act Method of Continuous Improvement
- Articles:
  - “The Benefit of Work Breakdown Structures”
  - “SWOT Analysis”

Activities:
- Watch the video “Are You Covered? Insurance Terminology Commonly Found in Contracts” presented by Don Hicks, CPPO, CPPB, ARM
- Collaborate with your Group to complete the activity Runway Expansion Case
- Respond to the discussion questions posted by the instructor in the Risk Week 3 Discussion and make at least one substantial comment to another student’s answer
- Complete the Week 4 Self-Assessment

Week 5: Methodologies for Handling Risk

Focus: Learners will determine methods of handling various risks via a given Emergency Preparedness scenario.

Reading:
- Text, Chapter 3: Methodologies for Handling Risk
- Appendix D: Fishbone Diagram: A Problem-Analysis Tool
- Articles:
  - “Oregon’s Disaster Preparedness Toolkit Put to the Test”

Activities:
- Watch the video “Collaborative Risk Management” presented by Tag Anderson and Sherry Neas
- Collaborate with your Group to complete the activity Planning for Disasters
- Respond to the discussion questions posted by the instructor in Risk Week 4 Discussion and make at least one substantial comment to another student’s answer
- Complete the Week 5 Self-Assessment
Week 6: Developing the Risk Management Plan

**Focus:** Learners will develop a Risk Management Plan based on a scenario and an actual sample Risk Management Plan.

**Reading:**
- Text, Chapter 4: Developing Risk Management Plans
- Appendix E: Excerpts from Risk Management Plan
- Article: “CALTRANS: Risk Management Plan”

**Activities:**
- Watch the video “Proactive Risk Management” presented by Lynda Allair, CPPO
- Collaborate with your Group to draft procurement elements of a risk management plan based on a complex IT scenario.
- Respond to the discussion questions posted by the instructor in Risk Week 5 discussion and make at least one substantial comment to another student’s answer
- Complete the Week 6 Self-Assessment

Week 7: Monitoring and Surveillance

**Focus:** Learners will focus on how to integrate Risk Management into contract Administration to create a seamless monitoring and surveillance process.

**Reading:**
- Text, Chapter 5: Monitoring and Surveillance
- Global Best Practice: Risk Management

**Activities:**
- Watch the video “Leading Risk Management” presented by Dugan Petty
- Collaborate with your group to complete the activity How Cool! Risk Management in Cooperative Procurement
- Respond to the discussion questions posted by the instructor in Risk Week 7 Discussion and make at least one substantial comment to another student’s answer

Week 8: Course Wrap-up

- Review the entire course and then complete the Final Assessment. One of the requirements for passing the course is a score of at least 70% on the final exam. You will have three attempts to pass the Final Exam. If you do not achieve a passing score after your first attempt, we recommend you review your results before taking the assessment again.
• Once you have achieved a passing grade on the final assessment, complete the course evaluation online, which will allow you to receive and print your certificate of completion.