FPM 511: Managing IT Projects Course (Self-Paced)

This course prepares federal program and project managers to lead IT projects that align technology investments with agency missions. Participants learn to apply Agile and modular acquisition strategies, manage risk, and ensure compliance with key federal IT mandates to deliver innovative and accountable results.

> Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/fpm-511-managing-it-projects-course-self-paced

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Course Outline

Module 1: Introduction to Simplified Acquisition Procedures

- Describe the purpose and scope of Simplified Acquisition Procedures within the broader federal acquisition framework.
- Identify the regulatory basis for simplified acquisitions as established in FAR Part 13.
- Distinguish between micro-purchases, simplified acquisitions, and other available contracting methods.
- Recognize how simplified acquisition methods promote efficiency, transparency, and competition in federal procurement.

Module 2: Planning Simplified Acquisitions

- Apply acquisition planning principles to procurements falling below the Simplified Acquisition Threshold.
- Identify key requirements development factors that shape an effective acquisition strategy.
- Explain the role of market research in informing simplified acquisition planning decisions.
- Outline documentation standards that support a well-founded acquisition plan.

Module 3: Required Sources and Competition Requirements

- Identify and prioritize required sources of supply and service in accordance with FAR Part 8.
- Apply competition requirements and fair opportunity principles relevant to simplified acquisitions.
- Assess whether commercial products or commercial services can fulfill the stated requirement.
- Demonstrate compliance with competition standards when soliciting quotations from prospective vendors.

Module 4: Small Business and Socioeconomic Considerations

- Identify small business program requirements applicable to procurements under simplified acquisition procedures.
- Evaluate set-aside options and preference programs available for qualifying acquisitions.
- Incorporate socioeconomic, labor, and environmental considerations into simplified acquisition decision-making.
- Determine the order of priority among applicable small business programs during acquisition planning.

Module 5: Solicitation Methods and Requesting Quotations

- Select appropriate solicitation methods for procurements conducted under Simplified Acquisition Procedures.
- Distinguish between a quotation and an offer and explain the legal significance of each.
- Prepare clear, complete, and requirement-appropriate requests for quotations.
- Apply documentation standards associated with the solicitation phase of simplified acquisitions.

Module 6: Evaluating Quotations and Making Award Decisions

- Apply evaluation techniques appropriate to the scale and nature of simplified acquisitions.
- Weigh price and non-price factors in accordance with applicable evaluation criteria.
- Prepare compliant documentation of evaluation findings and award determinations.
- Differentiate simplified acquisition awards from formal negotiated procurements and sealed bidding.

Module 7: Purchase Cards and Micro-Purchase Procedures

- Describe the authorized use of government purchase cards in the simplified acquisition environment.
- Apply micro-purchase threshold guidance and associated regulatory policies.
- Identify internal control requirements governing government purchase card use.
- Recognize cardholder responsibilities and accountability standards for purchase card transactions.

Module 8: Contract Administration in Simplified Acquisitions

- Identify the contract administration responsibilities that accompany simplified acquisition awards.
- Recognize common post-award issues encountered in the simplified acquisition environment.
- Maintain documentation that supports transparent and accountable contract administration.
- Apply sound acquisition judgment when addressing post-award discrepancies or concerns.

Module 9: Ethics, Compliance, and Documentation

- Recognize ethical obligations and conflicts of interest relevant to simplified acquisition decisions.
- Apply documentation practices that promote transparency, accountability, and audit readiness.
- Use regulatory guidance to address compliance questions that arise during simplified acquisitions.
- Identify common integrity risks and oversight expectations associated with simplified procurement activity.