

# Developing Specifications

## ONE DAY

Getting the specification **right** is one of the key functions in purchasing and quality.

This course looks in depth at developing, writing and managing specifications.

## SUITABLE FOR:

Purchasing staff with significant involvement in managing or writing specifications

Non procurement staff actively involved in writing specifications and wishing for professional development in this area.

## PREPARATION:

Students would benefit from pre reading on the subject and discussion with their manager before attending.

Examples of problem specifications should be brought to the session for discussion

## PARTICIPANTS WILL LEARN:

- The key aspects of specification writing and development
- Who should write them - involving other in the process
- How to tackle the writing of a specification
  - How this may be applied in their jobs

## PROGRAMME CONTENT

### WHAT IS A SPECIFICATION?

- Some definitions & functions
- General considerations in preparing a specification

### MAIN TYPES OF SPECIFICATIONS

- Functional – Performance - Technical

### DEVELOPING AND WRITING SPECIFICATIONS

- Basic Requirements
- Developing Specifications

### WHO SHOULD WRITE THE SPECIFICATION?

- Procurement's role
- Ethical behaviour
- Consultation with others

### METHODS FOR DEFINING AND REFINING SPECIFICATIONS

- Defining & refining:
- Using staged procurement
- Drawings and technical evaluation criteria:

### SPECIFICATION STRUCTURE AND LAYOUT

### TIPS ON WRITING

### CONTENT OF SPECIFICATIONS

### MANAGING AND UPDATING SPECIFICATIONS

- Approval:
- Updating Specifications

**NOTE:** This is a detailed course and should only be offered to staff substantially involved with specifications, their use and development