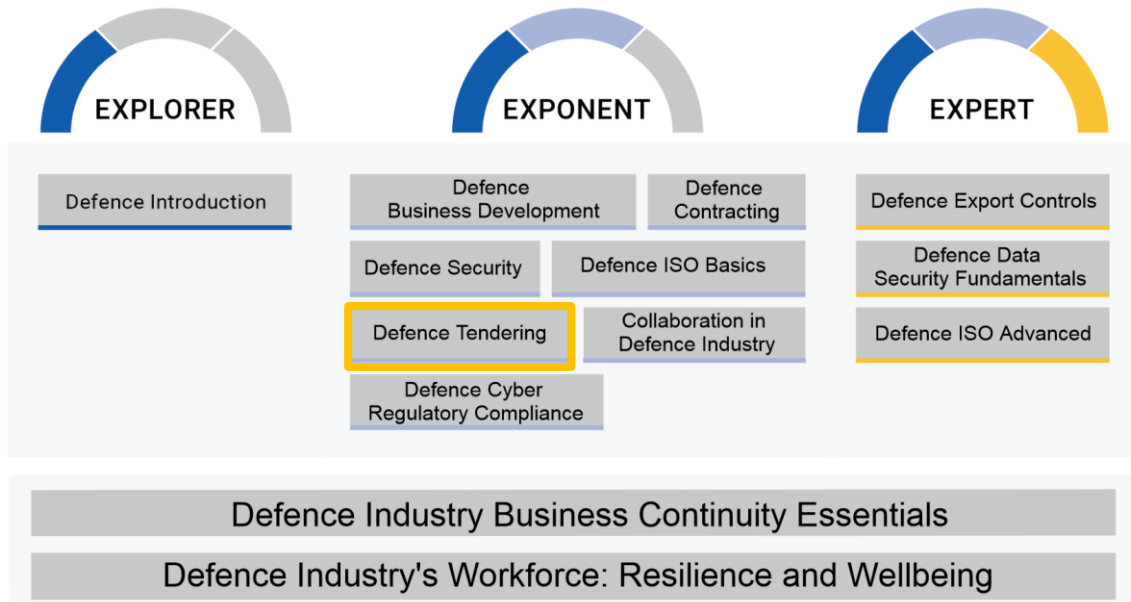




DEFENCE TENDERING



Target audience

This virtual workshop bundle addresses business at the “Exponent” level - those entering the market and wanting to know more about it.

Virtual workshop bundle structure

| Virtual workshops | eLearning modules | Podcasts |
|-------------------|-------------------|----------|
| 4 | - | 1 |

Expected outcomes

- Understand and Develop a Capture Plan – worked example
- Understand what is essential and desirable in an ASDEFCON RFT
- Learning what is important in an Executive Summary
- Understanding a WBS
- What are Storyboards, Response timelines, scheduling and estimating keys, importance of response Reviews and RAM
- Understanding the necessary roles in a tender team –large or small
- How to estimate a RFT response team size based on response window
- Understanding the pitfalls of tendering to Defence from an SME viewpoint.

Content

- Developing the Project Capture Plan – including stakeholder map and engagement plan, competitor analysis, Key Issues Analysis and Win themes
- Essential elements of an ASDEFCON tender response
- Developing the tender Response timeline/Process including reviews

- Understanding the necessary positions in a tender team – including Bid Director, Solution Architect, Bid Manager, Book Manager
- Understanding how long it will take to develop each response, the size of the team required, and the likely cost – a shoestring budget will waste your time and whatever money you do spend
- Development of the Work Breakdown Structure (WBS) and Dictionary for the project being tendered – and the What, Why, when, Who, and How for each Work Element
- Traps in responses – the ‘Bid Diamond’, lack of ‘Proofs’, focusing on yourselves rather than the customer
- Compliance to the Conditions of Contract, Statement of Work and Functional Performance Specification/s (for Acquisition projects)
- Matching responses to the Assessment Criteria
- How to write a compelling Executive Summary
- Cost Estimating and Pricing the response – ‘Open Book’ and cost investigation.

Seminar Outline

| TIMING | LEARNING MODULE | FORMAT | EST. TIME TO COMPLETE |
|---|--|--------------------|--|
| On demand | <ul style="list-style-type: none"> • Introduction to seminar and facilitator • Description of seminar bundle incl learning outcomes | Podcast | 30 minutes |
| Week 1 Business Strategy and Capture Plans | <ul style="list-style-type: none"> • The purpose of a Capture Plan • How does the Capture Plan turn strategy into action • What is the Capture process? • Essential elements of a Capture Plan | Virtual workshop 1 | 30 minutes, plus 30 minutes optional chat room participation |
| Week 2 The ASDEFCON Suite of Tendering Documents | <ul style="list-style-type: none"> • What is the ASDEFCON Suite of Tendering Documents • How is the suite of documents constructed? • What is important to know? • Explanation of terminology • How do I respond? • How will my Tender be assessed? • How do I get clarifications answered? | Virtual workshop 2 | 30 minutes, plus 30 minutes optional chat room participation |
| Week 3 Responding to an ASDEFCON Tender Workshop 1 | <ul style="list-style-type: none"> • Outline / objectives / main points • What is the ASDEFCON Suite of Tendering Documents • How is the suite of documents constructed? • What is important to know? | Virtual workshop 3 | 30 minutes, plus 30 minutes optional chat room participation |

| | | | |
|--|---|--------------------|--|
| | <ul style="list-style-type: none"> • Explanation of terminology • How do I respond? • How will my Tender be assessed? • How do I get clarifications answered? | | |
| Week 4 Responding to an ASDEFCON Tender Workshop 2 | <ul style="list-style-type: none"> • What is important in an Executive Summary • Understanding how to develop WBS • Estimating and pricing overview – why so much detail • What is required to respond to each volume and TDR • Case Study | Virtual workshop 4 | 30 minutes, plus 30 minutes optional chat room participation |
| TOTAL COURSE DURATION | | | 4.5 hours |

Facilitators

Dale Walters

Dale is an executive Leadership and Strategy Development capability specialist in Program Management and Business Development for Defence and Commercial opportunities. He has been responsible for the end to end pursuit and capture of international and domestic opportunities in the product/acquisition and services sectors from opportunity identification to contract execution. Dale has extensive experience in Portfolio Management of complex technical projects by multi-disciplinary teams in Commercial and Government organisations including delivery of performance incentivised contracts. He has demonstrated customer, supplier, partner and subcontract relationship management expertise including company representation at an executive level with proven influencing, negotiating, communication and problem-solving skills. Dale has over 30 years of experience in the Defence, Maritime and Commercial sectors.

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