

Specification Writing

Synopsis

This is a half-day course designed to provide participants with information on the key principles that need to be observed when writing good specifications. In addition, the course content will also include coverage of common mistakes made in specification writing.

Individual councils may have additional policy and procedural guidance on specification writing. This course is not designed to drill down to procedural and process level but rather to give an overview of the principles that would apply to specification writing in most organisations.

Course Topics

- Introduction to Specifications
 - What is specification?
 - What is not included in a specification?
- Identifying Requirements
 - Before preparing a specification?
- Identifying Customer Needs
 - Identification of stakeholders
 - Obtaining stakeholder input
 - Expectation management
- Writing the Specification?
 - The structure of a specification
 - Specification writing principles
 - Defining simple requirements
- Different Types of Specifications
 - Technical; Functional; Performance; Exemplar
 - Common problems with specifications
 - Inappropriate customisation
 - Disregarding performance requirements
 - Use of brand names

Course Details

Delivery: Inhouse or Virtual

Structure: Interactive Workshop

Time: Half-day

Class Size: Max 15

Cost: On request

The Trainer



Joel Hillier is Peak's Procurement Trainer, and one of five Accredited Trainers for CIPS Australasia.

For over 15 years, he has trained hundreds of professionals across multiple industries in more than 100 training sessions across Australia. Joel's has experience in training procurement, finance, process improvement and organisational change, and has included delivery to PricewaterhouseCoopers, Suncorp Bank, Rio Tinto, Queensland Rail and Queensland Health.