IBM Emptoris Contract Management V10.0.1: Implementation Workshop

# Objective and Audience:

The primary objective of this 4.5-day workshop is to train attendees at a Junior Implementation Consultant level, ready to join Contract Management implementation projects run by IBM Emptoris Lab Services (also known as the Emptoris Professional Services Organization, PSO). The primary audience is new consultants, but the workshop will be useful to anyone wanting a solid understanding of the application and how to use or implement it.

A secondary objective is to help prepare students for IBM Certification Test 242, “IBM Emptoris Contract Management V10 Deployment Professional”. As of mid-October, 2013, this test is in the final stages of development. It should be available by early November. Look for further information at [www.ibm.com/certify/certs/com\_index.shtml](http://www.ibm.com/certify/certs/com_index.shtml) (when the test is available).

Note: Those who have experience with Emptoris Contract Management will get reduced benefit from this workshop. This is NOT a “what’s new in V10” workshop.

# Delivery and Prerequisites:

The workshop can be delivered in a classroom or web-based environment. Fast and reliable internet access is required, plus basic training facilities (seating and projector) if a classroom setting is used.

The session consists of presentations, demonstrations, and lab exercises, with coverage of Best Practices as identified by PSO. Regardless of whether a classroom or the web is used, the hands-on exercises will be run on the same web-based environment (IRLP, IBM Remote Lab Platform) used for formal IBM Education classes for Emptoris. Presentations, demonstrations, and lab exercises will all be at the V10.0.1 level of Emptoris.

Emptoris Strategic Supply Management (SSM) and Virtual Supply Master (VSM) are not focus areas, but are covered to the extent needed to understand the administration of Contract Management.

The IRLP lab environment is accessed through Citrix, and it is helpful to install this in advance. Instructions will be provided. IRLP is a self-contained environment, and students do not need to install any software (except Citrix). For reference, here are the client requirements for using Contract Management V10.0.1 in a “real” environment:

* Microsoft Office 2007 or 2010 (32-bit). The Contract Management Authoring Tool needs to be added as a Word Add-in.
* Operating System: Windows 7 or 8 (or XP) or Mac OS X 10.8.2
* Browser: IE 8, 9, or 10, Firefox 17, Safari 6.0.2

Prior to attending, it is recommended that students with no previous Contract Management exposure take web-based course 6D03G, Introduction to IBM® Emptoris® Contract Management for the Core Team (V9). This takes about four hours. If a later version of this course becomes available, it should be taken instead.

# Agenda Overview:

Days 1 and 2 will begin with an overview of Emptoris in general and Contract Management in particular, then will focus on Administration, including defining Terms, Clause Templates, Contract Templates, Format Templates, Notifications, and Approvals. A sample contract will be broken down and partially implemented in Emptoris. Students are welcome to bring their own samples to work on.

Day 3 will address the functions run by “standard” users, including creating, reviewing, approving, and executing contracts.

Days 4 and 5 (the latter is a half-day) will cover implementation projects, as well as additional topics: designing interviews through the Interview Wizard; Bulk Loading; and a brief look at Web Services and User Exits.

# Schedule and Contact Information:

This workshop is scheduled occasionally, and also on demand. Minimum class size is negotiable, but in the range of five people, with a maximum of about 15.

Those interested in attending the workshop should contact Bill Wilkins ([wilkins@ca.ibm.com](mailto:wilkins@ca.ibm.com)). We may be able to combine individuals and small groups into one session.