Welcome

Welcome to the Spend Analysis Strategies module. Spend Analysis is one of several tools the U.S. Department of Defense and other Federal agencies are using to gain critical insights into the procurement history and spend patterns for purchased goods and services.

Ultimately, a Spend Analysis contributes to the "commodity fact base" that forms the foundation for identifying valuable strategic sourcing improvement opportunities.

Objectives

This module has three objectives. Upon completion, you should be able to:

- Identify the value of a Spend Analysis in helping purchasing organizations identify opportunities for sourcing improvements.

- Identify the main steps and strategies involved with gathering and preparing data for a Spend Analysis.

- Identify different commodity spend views and their implications for strategic sourcing.

Note

Throughout this module the word "commodity" is used to describe the spend category for a specific good or service. Examples of commodities include PC components, wireless services, office supplies, and medical services. Exact commodity definitions will vary by organization.

Commodities

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.

Screen Resolution

Flash Player

Adobe Reader

Accessibility

Browsers

Computer Specifications

Internet Connection

Additional Support

System Requirements

Screen Resolution

Screen resolution determines how the content appears on the computer monitor. To view the entire content window, screen resolution should be at least **1024 x 768** pixels.

For Windows XP:

1. Right-click the desktop, and then click **Properties** .

2. In the **Display Properties** dialog box, click the **Settings** tab.

3. Move the **Screen resolution** slider to a resolution of **1024 x 768** or higher.

4. Click **Apply** to have the new resolution take effect.

5. If the **Monitor Settings** dialog box appears, look at your display. If you like the new resolution, click **Yes** . If you do not like the resolution, click **No** , and return to step 3 to try a different resolution.
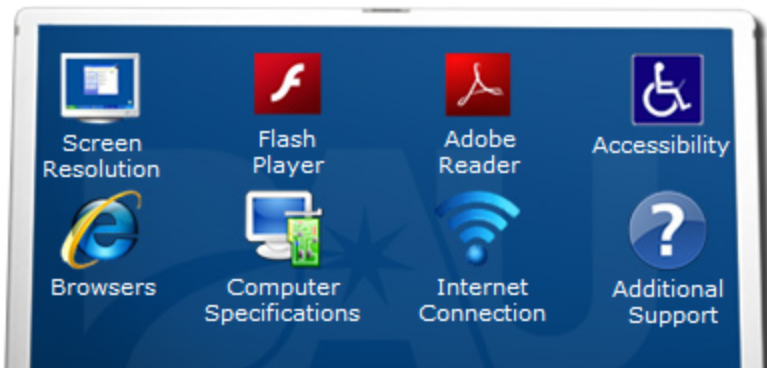
6. Click **OK** .

For Windows Vista, 7, and 8:

1. Right-click the desktop, and then click **Display** .

2. Under Resolution, move the slider to a resolution of **1024 x 768** or higher.

3. Click **Apply** .

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Screen Resolution

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Additional Support

Adobe® Flash® Player

Adobe® Flash® Player Version 12+ is necessary to view some of the presentations embedded within the content.

If you do not have Flash® Player, go to the Adobe® Website to download the software.

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.

Screen Resolution

Flash Player

Adobe Reader

Accessibility

Browsers

Computer Specifications

Internet Connection

Additional Support

Adobe® Reader® Player

Adobe®Acrobat® or the Adobe®Reader® Version 10+ software is necessary to access some of the documents embedded in this course.

If you do not have Adobe®Acrobat® or Adobe®Reader® on your computer, then you should download the Adobe®Reader® software from the Adobe®website.

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Accessibility

Microsoft®Windows® allows you to change some of the features on your computer. This can be useful if you have physical or visual needs that require special accommodation. The Accessibility Options are located in the Control Panel.

For Windows XP:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select Accessibility Options. In the **Accessibility Options** dialog box, you may change a number of different options on your computer.

For Windows Vista, 7 and 8:

1. Select **Start** from the Taskbar to open the Start menu.

2. Select **Control Panel**.

3. From the Control Panel window, select **Ease of Access**. From this menu, select and change the different options on your computer.

NOTE: *Additional Accessibility information is provided later in this lesson.*

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.
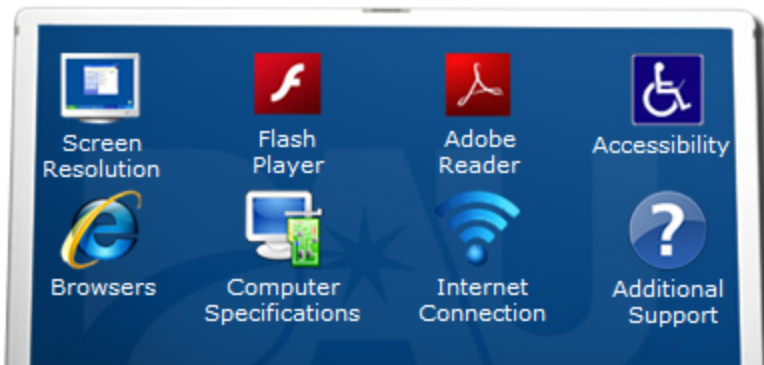
Select each requirement to learn more.

Screen Resolution

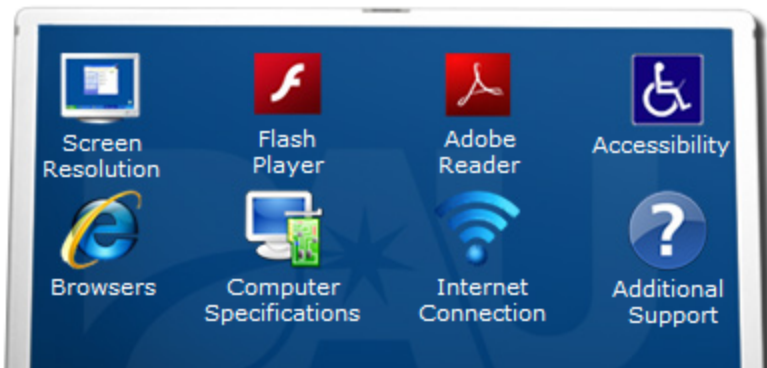Flash Player

Adobe Reader

Accessibility

Browsers

Computer Specifications

Internet Connection

Additional Support

Browsers

This module should be viewed using Internet Explorer 8.0 or higher. The following browser settings should be applied:

- Pop-up blockers disabled
- Cookies enabled at medium-low security level
- Enable Automatic prompting for file downloads in the Security Settings
- Font size or DPI set to normal or small

System Requirements

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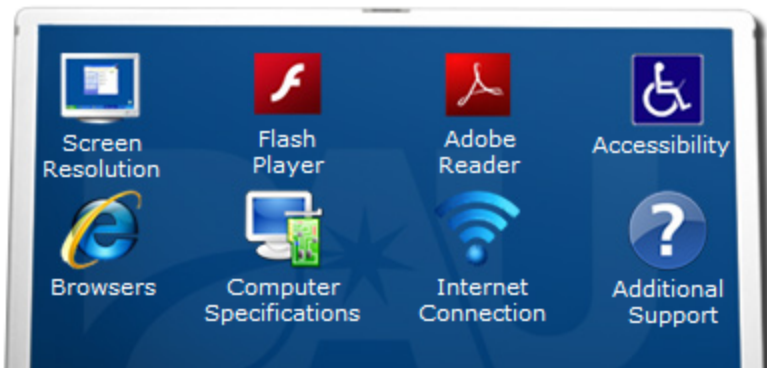
Select each requirement to learn more.

Screen Resolution

Flash Player

Adobe Reader

Accessibility

Browsers

Computer Specifications

Internet Connection

Additional Support

Computer Specifications

The following minimum computer specifications are required for optimal display.

- Pentium 400 MHz Processor
- 6 GB Hard Drive
- 64 MB RAM

System Requirements

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Select each requirement to learn more.

Screen Resolution

Flash Player

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Accessibility

Browsers

Computer Specifications

Internet Connection

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Internet Connection

A minimum Internet Connection Speed of 56 kbps is required.

System Requirements

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Select each requirement to learn more.

Screen Resolution

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Browsers

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Additional Support

If you experience any issues with the course or require additional assistance to make the necessary system changes, contact dauhelp@dau.mil or call the Help Desk at (703) 805-3459 (Option #1), 1-866-568-6924 (Option #1), or DSN 655-3459 (Option #1).

Hyperlinks

Links in the form of text, graphic hotspots, and buttons embedded throughout the module provide you with access to additional information.

Hyperlinked text is always underlined and appears in blue. Clicking a hyperlink may:

1. Display a Popup window

2. Open a PDF document

3. Access an external website

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1. Display a Popup window

2. Open a PDF document

3. Access an external website

Popup

This is a sample popup window. Close it by either reselecting the hyperlink or by selecting the open Popup window.

Navigation

Navigating between Lessons

The Atlas table of contents column to the left lists the lessons in each module. To access each lesson, select its title in the list. The circles next to each lesson title, called Harvey balls, track your progress toward completion. Depending on the version you are using, when you complete a lesson, either a circle will be filled with orange or a green check mark will display.

In cases where the circle does not fill or a check mark does not display immediately after you complete the lesson, it should fill after you access another lesson or the next time you log into the module.

Navigating within Lessons

The "Back" and "Next" buttons, located in the bottom center of the page are the primary lesson navigation tools. Select these buttons with your mouse cursor or use the Left and Right arrow keys of your keyboard to advance or return to a page. You may also use the TOC menu described on the following page to jump between pages of a lesson.

Module Features

Standard features include the **Table of Contents (TOC)**, **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

Select each menu button to learn more.

LOG206 Intermediate Systems Sustainment
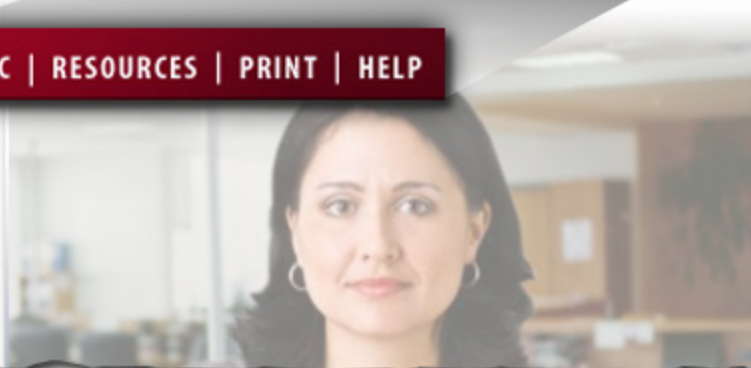#### Structure and Maintenance of FAR

TOC | RESOURCES | PRINT | HELP

Complete Answers in the FAR

It is important to note here that you will rarely find a "complete" answer contained within a single paragraph within the FAR.

Many provisions contained in each paragraph of the FAR are dependent on guidelines set forth in other paragraphs. Therefore, you must be diligent in your research of a given topic to ensure that your conclusions are both accurate and complete.

TOC | RESOURCES | PRINT | HELP

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Select each menu button to learn more.

Table of Contents (TOC)

The TOC menu lists all pages within the current lesson. Checkmarks indicate visited pages while the square symbol indicates the current page. You can navigate to any lesson page by selecting the page name.
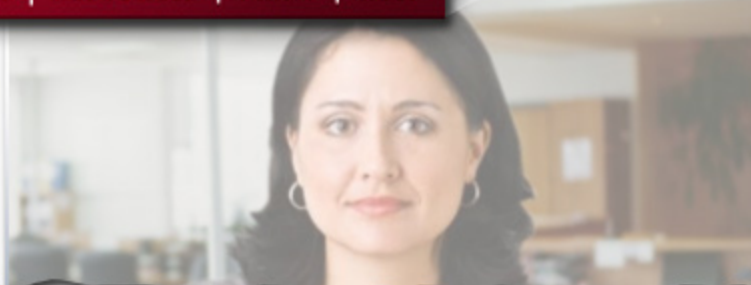
LOG206 Intern
Structure and Mai

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TOC | RESOURCES | PRINT | HELP

Module Features

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Select each menu button to learn more.

Resources

The Resources menu contains hyperlinks to supplemental information. Examples of resources include reference publications, external web sites, directories, documents, or a glossary. Please note that not all courses include resources.

LOG206 Intern
Structure and Mai

TOC | RESOURCES | PRINT | HELP

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Select each menu button to learn more.

Print

The Print button opens the print menu which contains a course outline. Each lesson is hyperlinked to a print file document. Select the hyperlink to open the PDF print file for that lesson. Print or download the document as needed.

LOG206 Interm
Structure and Mai

CES | PRINT | HELP

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TOC | RESOURCES | PRINT | HELP

DAU

Module Features

Standard features include the **Table of Contents (TOC)**, **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

Select each menu button to learn more.

Help

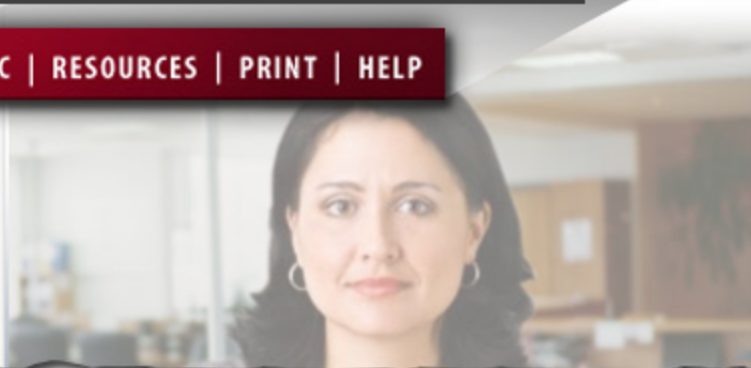The Help menu contains information about the module layout in Atlas, points of contact for technical help, and module version information.

LOG206 Intern...
Structure and Mai...   ...CES | PRINT | HELP

Complete Answer...

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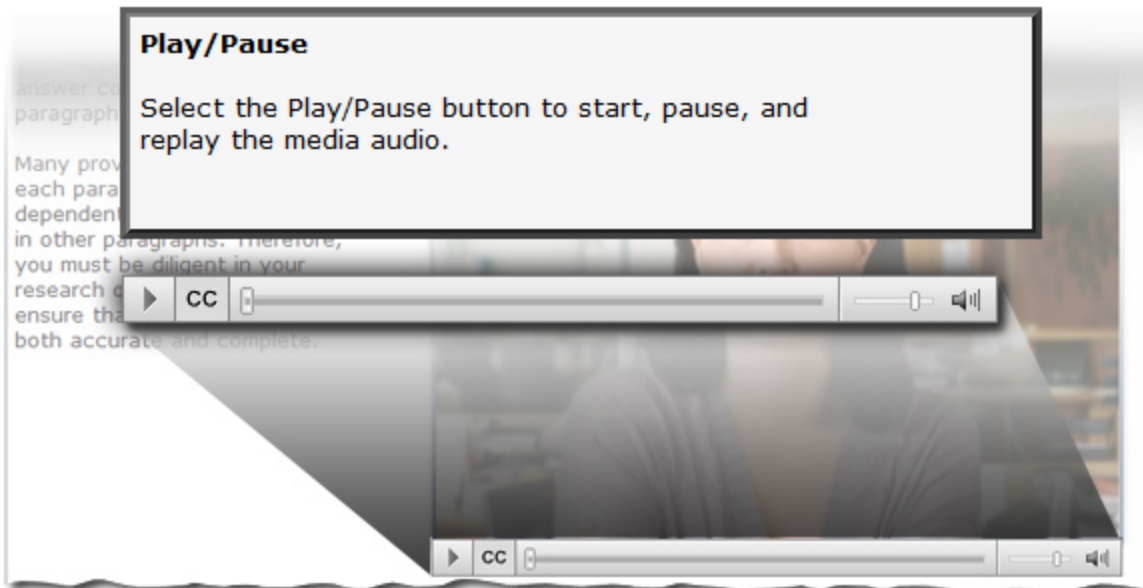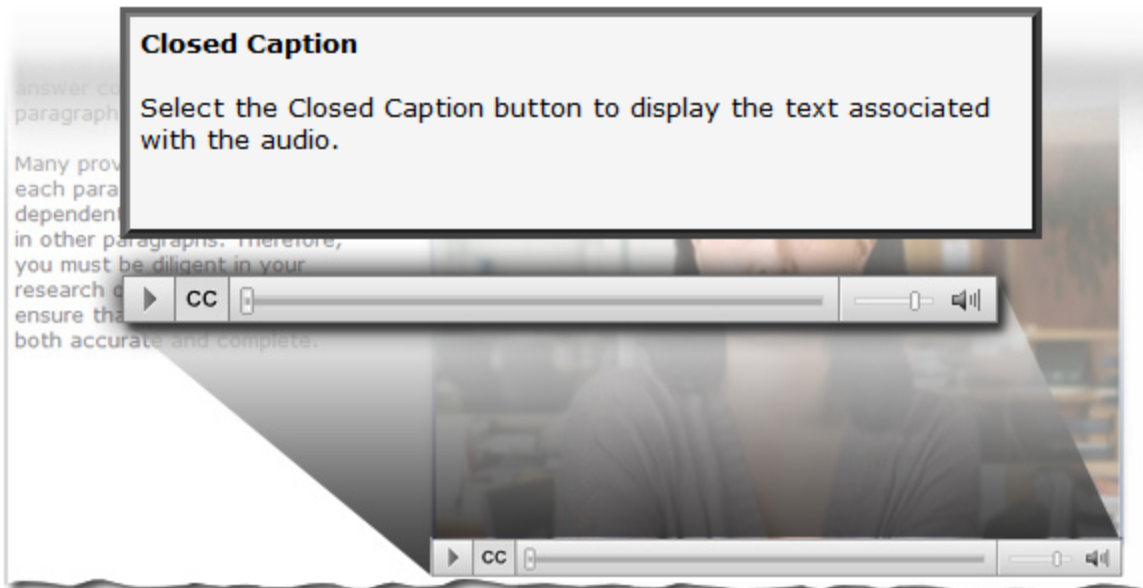
TOC | RESOURCES | PRINT | HELP

Media Player

Videos and audio narration are used in this module to deliver content and provide amplifying information. A media player is used to control both types of media. If a page contains either video or audio, the media player will be displayed near the bottom of the page.

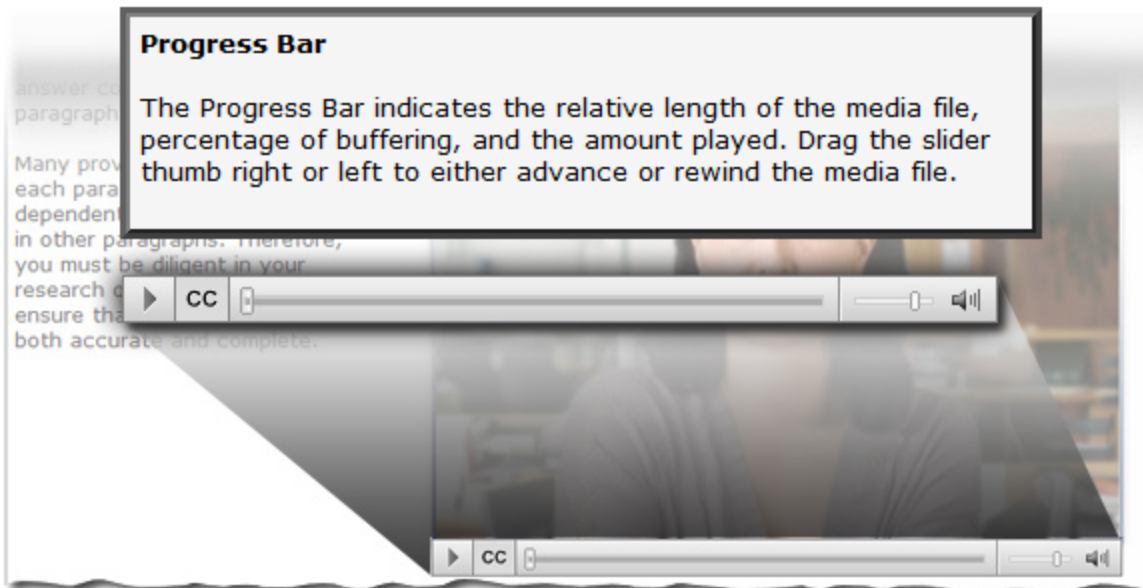*Select each media player control to learn more*.

Media Player

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Select each media player control to learn more.

Play/Pause

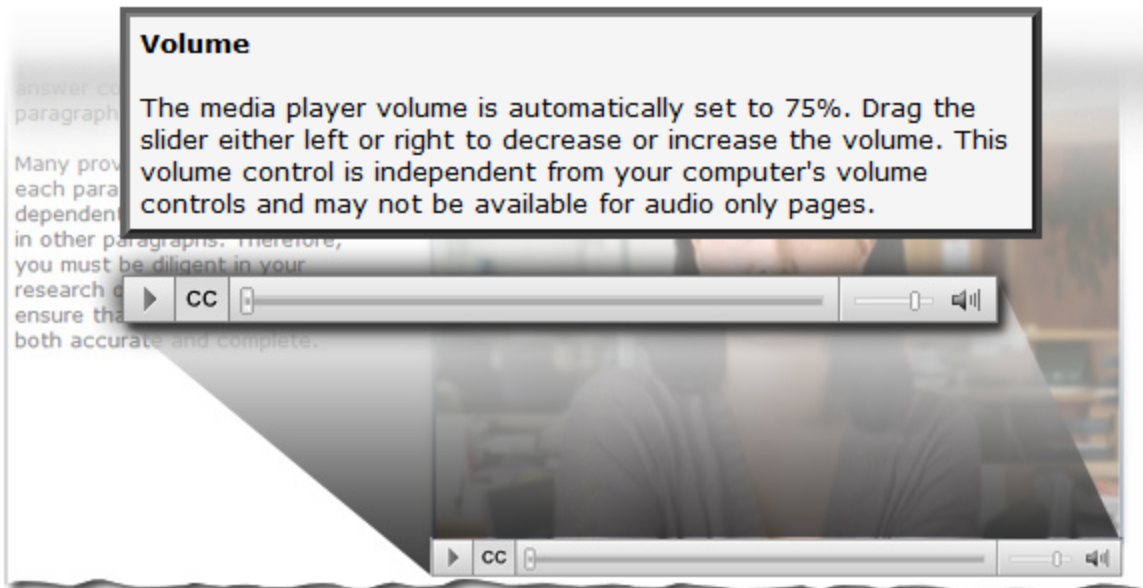Select the Play/Pause button to start, pause, and replay the media audio.

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Select each media player control to learn more.

Closed Caption

Select the Closed Caption button to display the text associated with the audio.

Media Player

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Select each media player control to learn more.

Progress Bar

The Progress Bar indicates the relative length of the media file, percentage of buffering, and the amount played. Drag the slider thumb right or left to either advance or rewind the media file.

answer c
paragraph

Many prov
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DAU

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Select each media player control to learn more.

Volume

The media player volume is automatically set to 75%. Drag the slider either left or right to decrease or increase the volume. This volume control is independent from your computer's volume controls and may not be available for audio only pages.

Media Player

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Select each media player control to learn more.

Mute

Select the mute button to silence the media player volume completely. This mute control is independent from your computer's volume controls.
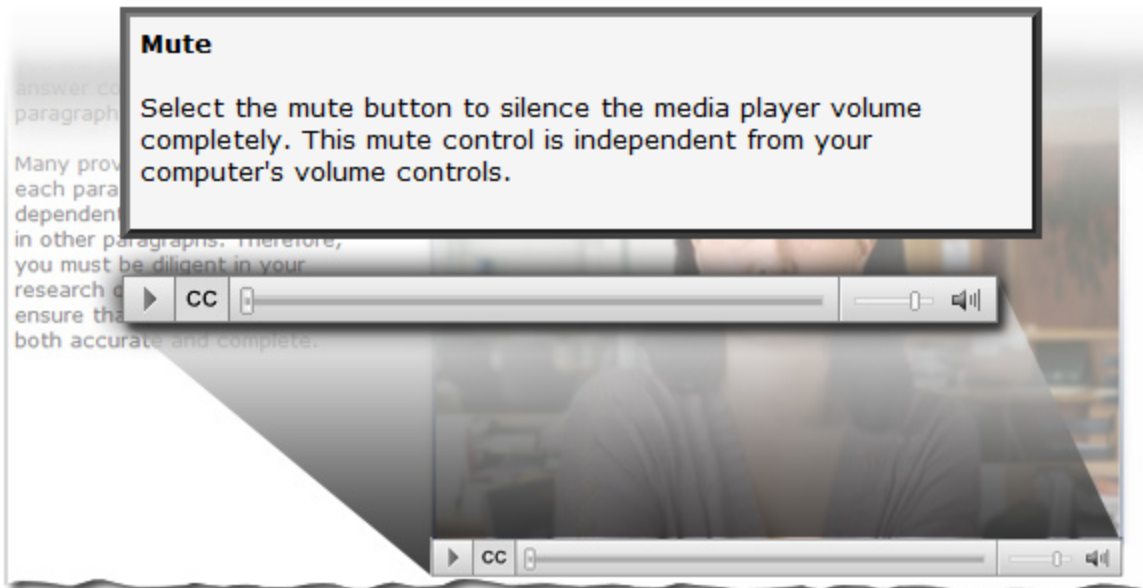
Accessibility

This module was developed in accordance with the Rehabilitation Act Amendments of 1998 Section 508 standards for accessibility for persons with disabilities. To meet these requirements, text alternatives are provided for all graphics.

The text alternatives can be read aloud by a screen reader, allowing individuals with visual impairments to receive information that is presented graphically.

Two graphic text formats are used:

- **Alt tags**: Provide a brief description of the image (which is read aloud by a screen reader when activated)

- **Long Descriptions, or D-links**: Provide a detailed text description of an image when a short description is not sufficient. D-link descriptions are accessed by clicking the **D** located at the bottom right of the page

D

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Two graphic text formats

Long Description

Computer monitor with a wheelchair accessible logo and notebook computer displayed.
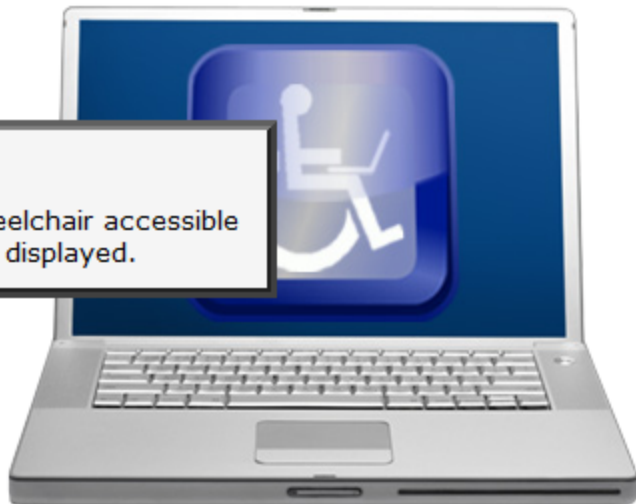
- **Alt tags**: Provide a brief description of the image (which is read aloud by a screen reader when activated)

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D

Knowledge Reviews

Knowledge Review questions of various formats including True/False, Multiple Choice, Multiple Correct, and Fill in the Blank may be contained in this course.

The Knowledge Reviews are designed to reinforce learning and check your understanding of the material.

Game-Based Scenarios

In addition to knowledge reviews, this module also contains game-based scenarios. These scenarios allow you to apply what you have learned. Like the knowledge reviews, the games help assess and reinforce your understanding of the material.

Module Exam

In accordance with DAU policy, you must score 100% on the exam to receive course completion credit. You will have an unlimited number of attempts to achieve 100%. A DAU Certificate of Completion is generated after successful completion of the module exam and the course survey.

Defense Acquisition University

This certifies that

DONNA O. DAVIS

has successfully completed

Fundamentals of Systems Acquisition Management

ACQ101 Section 999

on

02/17/2014

President Defense Acquisition University
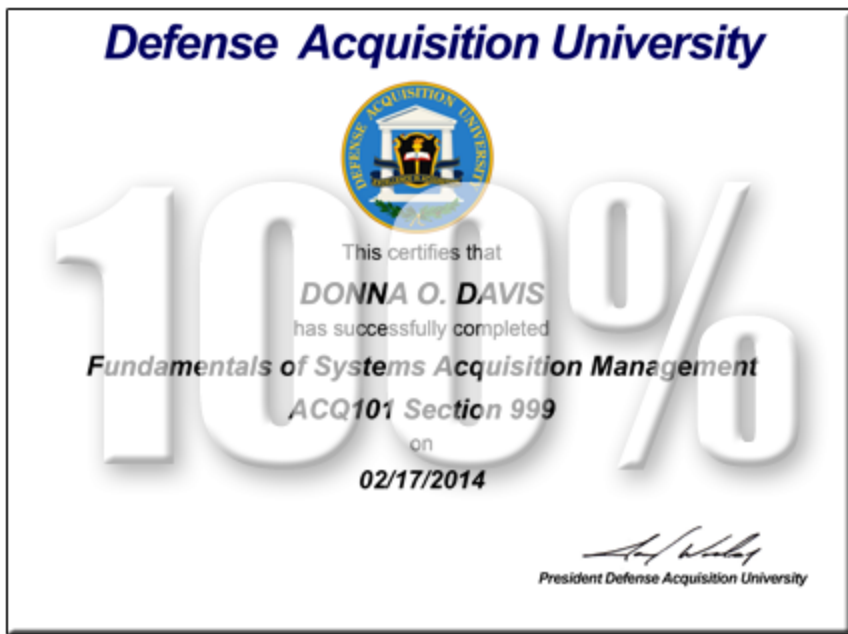
Lesson Completion

You have completed the content for this lesson.

To continue, select another lesson from the Table of Contents on the left.

If you have closed or hidden the Table of Contents, click the Show TOC button at the top in the Atlas navigation bar.