

The 10-day Mastering Contracts & Project Management

COURSE OVERVIEW

This highly interactive 10-day Mastering Contracts & Project Management training course is a combination of the following two separately bookable 5-day modules:

- Module 1: [Mastering Contract Management](#)
- Module 2: [Mastering Project Management](#)

Module 1 – The Mastering Contract Management – provides a systematic approach to the planning, development, negotiation, and formulation of effective contracts and highlights the critical activities to be performed during the pre-award, award, and post-award stages of the tendering and contracting processes.

Module 2 – Mastering Project Management Project Management is the application of knowledge, skills, and technologies to a broad range of activities in order to meet the requirements of the particular project. This intensive Mastering Project Management training course delivers the best-in-class balance of the triple constraints to achieve Project Excellence.

Participants will take an in-depth view of project management, based on the Project Management Body of Knowledge (PMBOK ®) of the Project Management Institute (PMI ®).

IMPORTANT FEATURES

The important features of the Mastering Contracts & Project Management training course are:

- Improved outcomes in commercial transactions
- Ensure that contracting is a high value added process
- Mastering skills in managing contract activities
- Exceptional negotiation skills
- Managing the performance of contractors
- Develop confidence in leading, planning, and managing the entire contract process
- Identify project management strengths and weaknesses
- Learn to identify and select the relevant management approach for various types of projects
- Gain skills in initiating (framing), planning, executing (implementing), monitoring & controlling (evaluating) and closing the projects

LEARNING OBJECTIVES

- Systematically develop the contract to fairly and equitably distribute procurement and supply risks
- The planning, development, negotiation and formulation of contracts
- Manage the pre-award, award, and post-award stages of the tendering processes
- Understand the most appropriate contract type for the work to be performed

- Develop negotiation skills to successfully negotiate terms and conditions
- Employ effective dispute resolution techniques
- Develop the most appropriate contracts to ensure compliance with contract terms and conditions and avoid cost overruns and late delivery
- Deal with claims, variation orders and contract deviations
- Gain insights into essential project management tools and techniques
- Understand the value of project management processes in project delivery
- Balance Time Cost and Quality, which are the key components of the project management
- Perform project scoping and initiate the baselines
- Manage the communications, risks, HR and procurement knowledge areas Understand in-depth Project Management knowledge based on Project Management Institute (PMI ®) Project Management Body of Knowledge (PMBok ®)
- Map this knowledge into the work environments through practical examples, and job-related discussions

TARGET AUDIENCE

The Mastering Contracts & Project Management training course is suitable for any personnel involved in the planning, evaluation, preparation and management of contracts, specifically in the areas of:

- Procurement, Engineering, Construction, Operations, Maintenance, Finance
- Project managers, team leaders, functional managers & project management office members
- Employees related to the project activities who are or will be involved in the areas of engineering, production, IT, Telecommunications, data processing, research and development, construction, corporate planning, finance and marketing

TRAINING METHODOLOGY

The Mastering Contracts & Project Management training course includes a variety of instructional methods, and involve a high level of interaction. It incorporates inspiring lectures with structured lessons from the learning manual along with comprehensive workshops & case studies; captivating PowerPoint slides to enhance learning; ongoing discussions with action planning; ample time for Q&A; training activities to reinforce key concepts within a fun learning environment.

COURSE CONTENTS

Day 1 -Contracts, Terms and Conditions

- **KeyTopics:**
 - Description of a Contract
 - Primary Contractual Elements
 - Contract Formation Processes
 - Fundamental Contracting Perspectives – Risk and Price
 - Primary Project Success Factors

- Basic Conditions of Contracting
- General Conditions and Layout of Contract
- Project Delivery Methods and Contracts
- Dealing with Suppliers and Contractors
- Essential Elements of a Contract
- Contract Documents and Administration
- General & Special Conditions

Day 2 - Tendering Processes & Contract Terms and Conditions

• **KeyTopics:**

- Pre-Award Stage
- Tender Evaluation
- Award Stage
- Post-Award Stage
- Competitive Bids
- Competitive Proposals and Negotiations
- Non-Competitive Methods
- Single and Sole Source Negotiations
- Forbearance and Waiver
- Liquidated Damages
- Force Majeure
- Warranties & Warranty Period
- Changes, Variations, Claims and Disputes
- Acceptance and Rejection
- Contract Performance and Termination
- Dispute Resolution

Days 3 - Contract Types and Compensation

• **KeyTopics:**

- Fixed Price Compensation
- Incentive Compensation
- Cost-Plus Compensation
- Time-and- Materials

- Contract Accounting and Payment Procedures
- Contract Claims and Variations

Day 4 - Contract Negotiation

- **KeyTopics:**

- The Ability to Influence
- Primary Negotiation Styles
- Power and Negotiation
- Stages of Negotiation
- Preparation for Negotiation
- Price, Payment, Delivery Issues
- Schedule, Technical & Safety Issues

Day 5 - Legal Issues and Dispute Resolution

- **KeyTopics:**

- Suspension and termination
- Acceptance and Certificates
- Liquidated damages/penalties
- Guarantee/Warranty/Maintenance
- Legal Remedies for Breach of Contract
- Dispute Resolution clauses
- Mediation, Arbitration, and Litigation
- Change Orders and Claims
- Liquidated Damages

Day 6 - Project Management

- **KeyTopics:**

- What Is a Project?
- What Is Project Management?
- Stakeholders

- The Triple Constraint
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group
- Develop Project Charter
- **Workshop**
- Organizational Structures
- Functional Organization
- Matrix Organization
- Project-based Organization

Day 7 -Project Scope & Time Management

• KeyTopics:

- What Is Project Scope Management?
- Scope Statement
- Scope Definition
- Stakeholder Analysis
- Project objectives
- **Workshop**
- What Is Project Time Management?
- Activity Definition & Decomposition
- Activity Sequencing
- Activity Resource Requirements
- Activity Duration Estimating
- Three-Point Estimates
- Activity Duration
- Schedule Development
- Critical Path Method
- Schedule Compression
- **Workshop**

Day 8 - Cost & Quality Management

- **KeyTopics:**

- What Is Project Cost Management?
- Life Cycle Costing
- Cost Estimating
- Activity Cost Estimates
- Cost Budgeting
- Cost Baseline
- Cost Control
- Earned Value Management (EVM)
- EVM Forecasting
- **Workshop**
- What Is Project Quality Management
- Perform Quality Assurance
- Perform Quality Control
- Cause-and-Effect Diagram
- Control Charts
- Pareto Diagram
- **Workshop**
- **Selecting and Developing the Project Team**
- Types of Power/Authority
- Maslow's Hierarchy
- What Is Leadership?
- Definition of a Team
- Situational Leadership ® Styles

Day 9 - Project Risk and Contingency Analysis

- **KeyTopics:**

- What is Risk?
- Risk Management Model
- Identifying Potential Risk Events
- Risk Register
- Probability and Impact Matrix
- Risk Response Planning
- Strategies for Risk Response Planning

- Contingency plan
- **Workshop**

Day 10 - Project Procurement & Closing

- **KeyTopics:**

- Plan Purchases and Acquisitions
- Contract Type Selection
- Procurement Documents
- Evaluation Criteria
- Bidder Conferences
- Proposals
- Select Sellers
- Contract Negotiation
- Lessons Learned