

€ TRAINING

The Contracts and Project Management



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Introduction:

World-class organizations understand well the benefits of lower total cost and higher productivity resulting from mastering best practices in the important phases of project and contract management. With a focus on the best practices for processes, methods, and techniques, this Contracts & Project Management training program will make a great contribution to the skill sets of those involved in contracts and projects.

Program Objectives:

At the end of this program the participants will be able to:

- Understand Project Outcomes and Dealing with Materials Pricing Volatility.
- Know the Importance of Planning and Managing the Planning Process.
- Explore Contract Types and Risk Transfer.
- Take Massive Action and Exploring Pricing Models for Proposals.
- Foster Focus on Delivery Goals and Developing Negotiation Skills.
- Establish Disciplines for Project Monitoring, Control, and Contractor Analysis.

Targeted Audience:

- Contracts Management Professionals.
- Project Management Professionals.
- Tendering, Purchasing, Contract Administration Professionals and Personnel.
- Engineering, Operational, Finance, and Maintenance Professionals.
- And all others who are involved in Project Work from simple to complex tasks.

Program Outlines:

Unit 1:

The Fundamentals of Project Management:

- Key Definitions in Project Management.

- The Project Life - Cycle.
- Project Complexity Factors.
- Project Strategizing and Managing Triple Constraint.
- Project Context & Environment.
- Key Financial Concepts.

Unit 2:

Project Planning and Organising:

- The 20 Project Management Sequence Steps.
- Defining Project Scope and Developing Work & Cost Breakdown Structures.
- Project Management Roles & Responsibilities.
- Project Planning Inputs, Tools & Techniques.
- Project Estimating Techniques.
- Project Scheduling Methods.

Unit 3:

Implementing, Executing, and Controlling Projects:

- Project Implementation & Resource Management.
- Developing Project Control Systems.
- Keeping Projects On -Track & Controlling Change.
- Project Performance Measurement & Key Performance Indicators.
- Earned Value Management.
- Project Progress Measurement from Initiation to Handover.

Unit 4:

Project Risk Management:

- Risk Management Planning.
- Risk Identification.

- Qualitative Risk Analysis.
- Quantitative Risk Analysis.
- Risk Response Planning & Implementing.
- Controlling Project Risks.

Unit 5:

Project Leadership and Stakeholder Management:

- Understanding Leadership & Management.
- Working in Project Teams.
- The Team Development Cycle.
- Keys to Effective Influence & Persuasion.
- Improving Communication, Delegation & Motivating Skills.
- Managing Stakeholders & Stakeholder Expectations.