

€ TRAINING

Project Management Skills For Contractors





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Introduction:

The overall aim of this program is to provide participants with the knowledge and skills needed to successfully manage a project executed by contractors throughout its life cycle from initial concept to delivery. Participants in this interactive training program will learn all the critical tools required to perform project plans and develop project budgets as well as techniques needed to communicate and manage contractors during the implementation phase.

Program Objectives:

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

- Identify the major processes in project management in a related contract framework.
- Outline the major activities, steps, and tools needed to manage a contracting partner who is executing the project.
- Devise the contracting strategy for a project and recognize the main contractual provisions that can affect it.
- Develop detailed project plans to manage contracts and to deal with deviations effectively.
- State different types of contracts and their impacts on the relationship with the contractors.
- Describe the post-award main processes including control techniques, change management, and contract administration.

Targeted Audience:

- Contractors involved in construction, engineering, or related industries.
- Project managers overseeing construction projects.
- Construction supervisors and foremen.
- Construction company owners or managers.
- Professionals seeking to enhance their project management skills in the construction sector.

Program Outlines:

Unit 1:

Overview:

- Definition of a project and project management.

- Project and contract relationship.
- Project life cycle.
- Project stakeholders.

Unit 2:

Principles of Contracts:

- Definition and elements of a contract.
- Objectives of contract management.
- Knowing your contract.
- Scope of work.
- Terms and conditions.
- Stages of contracting.

Unit 3:

Pre-Award Phase:

- Developing the business case.
- Project charter.
- Project scope statement.
- Contracting plan.
- Locating contractors.
- Contractors pre-qualification.
- Developing the project plan.

Unit 4:

Project Planning:

- Structuring Projects: Work Breakdown and Relationship Analysis.
- Estimating Durations and Resources Allocation.
- Visualizing Activity Relationships: Network Diagrams and Critical Path Analysis.

- Implementing Scheduling Tools: Gantt and Milestone Charts.
- Managing Resources: Allocation and Budgeting.
- Mitigating Risks: Project and Contract Risk Management.

Unit 5:

Award Phase and Post-Award Phase:

- Contract Evaluation and Terms: Assessing Terms and Conditions.
- Contract Types: Exploring Fixed-Price, Cost Reimbursable, and Time and Material Contracts.
- Implementing Contract Agreements: Understanding and Negotiating Terms.
- Administering Contracts: Status Reporting and Managing Deviations.
- Tools for Project and Contract Management: Variation Orders and Claims Handling.
- Dispute Resolution: Dealing with Breach of Contract.
- Implementing Effective Contract Administration: Tools and Dispute Management.