

€ TRAINING

Advanced Contracts & Project Management



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Introduction

In the present competitive business environment, there is an ever-increasing emphasis on the timely market introduction of products. Owners are extremely sensitive to global market forces and are seeking to reduce project costs and duration. This then confronts Contractors and Suppliers with increased challenges to meet these demands without jeopardizing their commercial positions. Contracts are the basis of all projects and establish the responsibilities and rights of the parties. Once the contractual matrix is established, competent project planning and execution techniques are essential tools to achieve the goals of a project, particularly within compressed or accelerated conditions.

This highly interactive program will provide a practical hands-on approach to the effective creation of contracts and the management of both the contract and the project to which it relates. It will also offer techniques and contract strategies to assist this process, including establishing a risk management strategy with reference to contracts, techniques for managing the planning, and developing good business practices to take advantage of opportunities, enhance efficiency and increase profitability.

Course Objectives

At the end of this course, the participants will be able to:

- understand necessary contractual and legal knowledge.
- understand the application of different types of agreements.
- increase commercial awareness needed to enhance the smooth running of contracts.
- ability to identify and mitigate risk factors and associated commercial and program implications.
- understand the importance of checklists, file management, and standardization of documentation effectively to reduce the exposure to risk.
- understand various project delivery systems.
- increase understanding of commercial liabilities resulting from schedule changes and variations.
- ability to conduct a cash flow analysis.
- ability to apply Advanced Scheduling techniques.
- methods to develop a Project Control System.
- skills at handling both reactive and proactive project management techniques.
- ability to analyze, negotiate and implement the most appropriate method of resolving disputes preventing escalation by early identification.
- improved managerial approaches to both contract and project management

Targeted Audience:

- Project managers
- Contract managers
- Procurement professionals
- Construction managers
- Engineers
- Architects
- Legal professionals involved in contract management

- Business development managers
- Supply chain managers
- Operations managers
- IT managers
- Risk management professionals
- Financial analysts
- Government agency employees involved in procurement and contract management

Course Outlines:

Unit 1:

- Introduction to Advanced Contracts & Project Management
- Understanding Contract Types and Clauses
- Negotiating and Drafting Effective Contracts
- Managing Risk and Dispute Resolution in Contracts
- Implementing and Managing Project Schedules and Budgets

Unit 2:

- Leading and Managing Project Teams
- Analyzing and Managing Project Performance
- Implementing Quality Control and Assurance in Projects
- Managing Change and Scope in Projects
- Managing Project Stakeholders and Communications

Unit 3:

- Understanding and Managing Procurement in Projects
- Implementing and Managing Project Control Systems
- Managing Project Integration and Coordination
- Understanding and Managing Project Risk Management
- Implementing and Managing Project Quality Management

Unit 4:

- Managing Project Human Resources and Team Development
- Understanding and Managing Project Procurement Management
- Implementing and Managing Project Communications Management
- Managing Project Time Management and Scheduling
- Understanding and Managing Project Cost Management

Unit 5:

- Implementing and Managing Project Resource Management
- Managing Project Risk Identification and Assessment
- Understanding and Managing Project Risk Response Planning

- Implementing and Managing Project Risk Monitoring and Control
- Understanding and Managing Project Scope Management

Unit 6:

- Implementing and Managing Project Scope Planning
- Managing Project Scope Definition and WBS
- Understanding and Managing Project Scope Verification and Control
- Implementing and Managing Project Time Management
- Managing Project Time Planning and Estimating

Unit 7:

- Understanding and Managing Project Time Scheduling and Control
- Implementing and Managing Project Cost Management
- Managing Project Cost Planning and Budgeting
- Understanding and Managing Project Cost Control
- Implementing and Managing Project Quality Management

Unit 8:

- Managing Project Quality Planning and Standards
- Understanding and Managing Project Quality Assurance and Control
- Implementing and Managing Project Resource Management
- Managing Project Resource Planning and Allocation
- Understanding and Managing Project Resource Control

Unit 9:

- Implementing and Managing Project Communications Management
- Managing Project Communications Planning and Implementation
- Understanding and Managing Project Communications Control
- Implementing and Managing Project Procurement Management
- Managing Project Procurement Planning and Sourcing

Unit 10:

- Understanding and Managing Project Procurement Control
- Implementing and Managing Project Stakeholder Management
- Managing Project Stakeholder Identification and Analysis
- Understanding and Managing Project Stakeholder Engagement and Communication
- Implementing and Managing Project Stakeholder Management Plan and Control