

€ TRAINING

The Complete Course on Contracts & Project
Management





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Introduction:

This intensive 10-day training course offers complete guidance for managing all types of projects that include the complexity of commercial and business relationships. The training course explores how to ensure projects deliver outcomes that are client-focused, contractually appropriate, and organizationally relevant.

This training course covers key aspects of project definition, planning, control, and handover to ensure relevant quality within time, budget, and resource constraints. It explores in detail what a contract does and does not require each party to the contract to do and the consequences for both parties of any failure. It also tackles team leadership, stakeholder management, and project communication.

Course Objectives:

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

- Develop project plans focused on delivering sustainable benefits
- Lead project teams in the use of contracts and delivery of projects
- Manage relationships with project stakeholders and contractual partners
- Improve their understanding of the role of contracts within a business
- Apply the latest international thinking in dispute resolution

Targeted Audience:

- Contract Administrators & Contract Professionals
- Contracts Managers
- Engineers or contracts operatives
- Existing & New Project Managers
- Project Team Members & Sponsors
- Managers of project portfolios

Course Outlines:

Unit 1: What are Contracts and how are they Created?:

- The need for contractual relationships
- What is needed to create a valid contract? Ingredients and formalities
- Authority and agency
- The tender process
- Alternative sourcing
- Making contracts enforceable - with particular emphasis on the international context

Unit 2: The Structure of Contracts:

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different contractual structures? Traditional and new

- Risk and Title ownership in international trade - When does it transfer?
- Notices and other formalities
- Which law and which courts?

Unit 3: Collateral Documents:

- Securitizing performance obligations
- Bonds and guarantees
- Parent company guarantees
- Letters of intent, comfort, or awareness
- Insurance policies
- Assessing the need for financial security

Unit 4: Change and Variation:

- Changes to Contract documents
- Assignment/Novation explained and distinguished
- Variation clauses and changes to the scope of work
- Claims - what they are and how they arise
- Delay and disruption
- Force majeure

Unit 5: Resolving Disputes:

- Conflict avoidance and tiered dispute resolution clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE, and new best practices in dispute resolution and management
- Final questions and review of course

Unit 6: The World of Project Management:

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programs and portfolios
- Uncertainty in project selection decisions
- Project data, information, and knowledge management

Unit 7: Project Planning, Scheduling, and Budgeting:

- Strategic, tactical, and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control

Unit 8: Project Resourcing, Monitoring, and Control:

- Resource allocation
- Expediting a project
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

Unit 9: The Project Manager's Roles and Responsibilities:

- Selection of the Project Manager
- Project Team-building and empowerment
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

Unit 10: Project Evaluation, Reporting, Closure and Hand Over:

- Evaluation criteria and project auditing
- Analyzing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating a learning culture