

Contract Management (CM)

Seminar Outline

Principal objective

To enhance participants' understanding of contract management, and to enable them to effectively implement the knowledge, processes and skills to prepare, plan and administer contracts to successful completion.

Designed for individuals who

- Require a sound understanding of how to manage multi disciplinary contracts of any size.
- Are preparing for the position of Procurement or Contract Manager.
- Need a solid framework for contract management.
- Are managing projects that are partially subcontracted out.

Duration

Four days plus structured evening review and preparation.

Assignments

Three follow-up assignments over nine months. The assignments are designed to help participants gain maximum benefit from their learning on the seminar by applying it in their working environment.

Investment

Seminar pre work

- Give your present impression of how you are planning and doing contracts.
- Produce a step-by-step high-level process that you follow when you manage a contract.
(300 words)

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Learning outcomes

As a result of successfully completing the seminar pre-work, participating fully in the seminar, completing the assignment program, and applying the skills, knowledge and attitudes learnt with appropriate on-job coaching, participants will be able to:

Outcome	Tools
Understand the contract life cycle within the project structure.	<ul style="list-style-type: none"> Contracting requirements Contract breakdown structure Contractor and subcontractor structure Contract schedule Contract life cycle
Develop a bid or tender schedule with clear objectives.	<ul style="list-style-type: none"> Contract definition Key date schedule considerations
Perform pre-qualification of potential contractors.	<ul style="list-style-type: none"> Pre qualification requirements Quality requirements
Prepare contract packages.	<ul style="list-style-type: none"> Proposal, bid or tender requirements
Manage the tendering process within legal and company boundaries.	<ul style="list-style-type: none"> Compliance requirements Tendering period considerations Clarification meetings Quality assurance Integrity
Plan contracts in a logical and efficient way.	<ul style="list-style-type: none"> Scope demarcation analysis Market conditions
Prepare a tender comparison and negotiate the best deal.	<ul style="list-style-type: none"> Bid evaluation Counter estimates Sensitivity analysis Contract conditions
Successfully award contracts.	<ul style="list-style-type: none"> Contract award Letter of intent Terms and conditions of contract
Manage a contract to expectations.	<ul style="list-style-type: none"> Contract administration Contractor performance Material control
Understand the contracts and be able to cope with contract problems	<ul style="list-style-type: none"> Release of lien Claims Arbitration
Successfully close out contracts	<ul style="list-style-type: none"> Contractor evaluation Warranty Bonds