

Training Title:

PROJECT & CONTRACT MANAGEMENT SKILLS

Training Duration

5 days

Training Dates & Venue

REF CM031	Project & Contract Management Skills.	5	20- 24 January 2020	\$ 5,750	Malaysia
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In any of 5 star hotel. Exact venue will be informed once finalized.

Training Fees

- US\$ 5,750 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

Language: English

TRAINING OVERVIEW

TRAINING DESCRIPTION

The overall aim of this course 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 course 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.

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

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- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

WHO SHOULD ATTEND?

Personnel who are seeking in-depth knowledge at managing their contractual partners who are executing their projects. The course is designed to provide project management concepts and tools as well as contract provisions and conditions that will enable the collaboration with the contractors efficiently, Suitable for construction Engineer & cost estimator engineer, design engineers and contract engineers.

COURSE OBJECTIVES

By the end of the course, 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

COURSE OUTLINE

- Overview
 - Definition of a project and project management
 - Project and contract relationship
 - Project life cycle
 - Project stakeholders
- Principles of contracts
 - Definition of a contract
 - Elements of a contract
 - Objectives of contract management

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- **Knowing your contract**
- **Scope of work**
- **Terms and conditions**
- **Stages of contracting**
- **Pre-award phase**
 - **Developing the business case**
 - **Project charter**
 - **Project scope statement**
 - **Contracting plan**
 - **Locating contractors**
 - **Contractors pre-qualification**
 - **Developing the project plan**
- **Project planning**
 - **Work breakdown structure**
 - **Duration and resources estimation**
 - **Relationships between activities**
 - **Network diagrams**
 - **Critical path analysis**
 - **Developing a 'Gantt' chart**
 - **Milestone charts**
 - **Resource allocation**
 - **Project budgeting**
 - **Project and contract risk management**
- **Award phase**
 - **Evaluation plan**
 - **Terms and conditions**
 - **Fixed price contracts**
 - **Cost reimbursable contracts**
 - **Time and material contracts**
- **Post award phase**
 - **Contract administration**
 - **Project status reporting**

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- Managing deviations
- Tools used to manage projects and contracts
- Variation orders
- Handling claims
- Dealing with disputes
- Breach of contract

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.



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