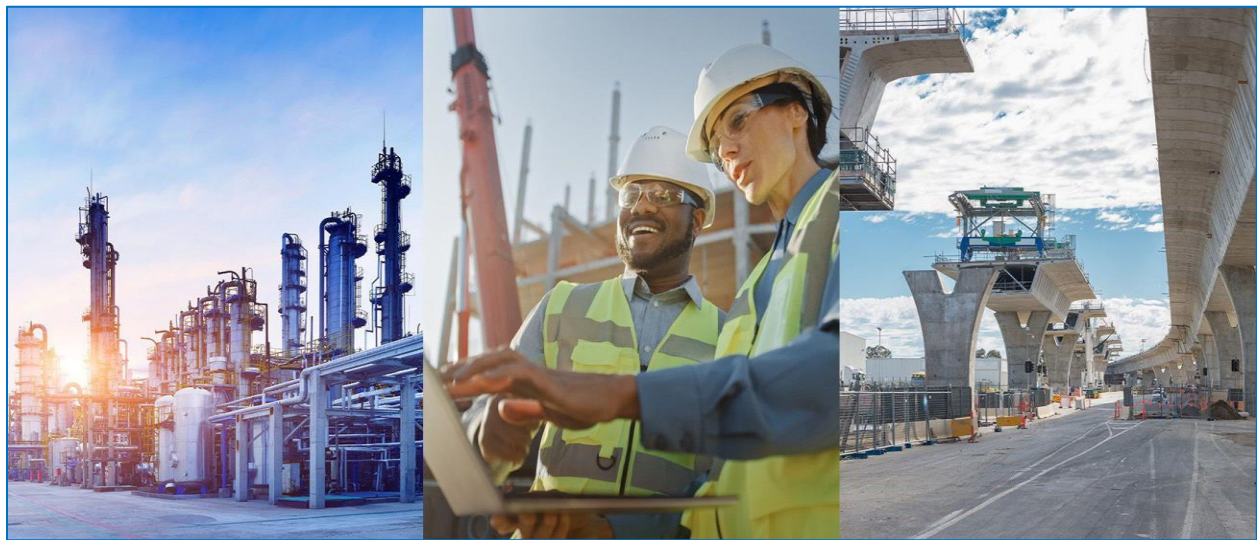




PM222: Managing & Supervising Projects, Consultants & Contractors

Training Description:

Project management's primary goal is to maximize the probability of producing a successful project in all its stages. However, the likelihood of project failure is considerable, especially where budgets and timelines are tight. The only way to escape failure is to follow an innovative strategy throughout the planning and construction processes and understand how to organise and manage the right resources to deliver the project according to the correct Scope of work. The goal is to manage the project so that it finishes on time and budget, while still delivering a final product that meets codes, plans, and specifications.

This training course has been designed to provide learners with a comprehensive focus to enhance the participant's knowledge, abilities, and skills necessary to increase his value to his organization and enhance his career as a supervisor in engineering projects.

The training course will highpoint:

- The key characteristics of all projects
- Exploring the benefits of developing project management skills
- Managing and Supervising Construction Projects
- Evaluation of Vendor Bids
- Working with Consultants and Contractors during the different phases of the project in a scientific manner to support selection decision
- Predicting and managing any risks that may hinder the project

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the framework of structured project management
- ✓ Review of the different applied design management models for construction
- ✓ Develop your cost estimating skills
- ✓ Determine the best methods for project stakeholder
- ✓ Developing "Statements of Work" and Service Level Agreements as contract documents
- ✓ Sourcing and Selecting appropriate Consultants and Contractors
- ✓ Develop your negotiation and decision-making skills

Personal Benefits:

- ✓ Be able to define construction project management and understand the reasons for using it
- ✓ Understand how to make a project successful
- ✓ Greater ability to negotiate and manage contracts
- ✓ How to evaluate bids and proposals
- ✓ Ability to control project progress and delivery against baseline
- ✓ Know how to maintain the project's progress and ensure that it is completed efficiently
- ✓ Negotiation Planning and Strategy
- ✓ Monitoring and measuring Consultants and Contractors performance

Organisational Benefits:

- ✓ Reduced cost of Contracts for Services
- ✓ Improved performance from Consultants and Contractors
- ✓ Reduced Risk to the organization from potential liabilities
- ✓ Higher productivity from personnel contracting for services

- ✓ Greater strategic focus of personnel contracting for Consultant and Contractor Services
- ✓ Understanding of Contract clauses and fundamentals
- ✓ Improved control over on-time and on-budget delivery
- ✓ Structure and application of incentive arrangements

Training Designed for:

This course is intended for Project Supervisors, Project Managers, Project Engineers, Project Management team professionals, Contract Management Professionals, Ideal for professionals engineering projects who have no prior project management training.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ **Project Management in the Construction Industry**
 - Introduction to Construction Management
 - Stages of Construction Project Management
 - The role of a Project Manager/Supervisor in Construction Management
 - Defining and understanding the goals, risks and quality of a project
 - The major elements of a Construction Project and Safety Management

DAY TWO:

- ❖ **Scope of Work, Detailed Specifications and Construction Pricing**
 - Defining the detailed requirements and Scope of Work
 - Understanding and Managing Project Constraints
 - The absolute importance of collaboration with key stakeholders to determine the actual drawings and specifications
 - Estimation and Costing techniques
 - Construction Price and Cost Indices (PCIs)

DAY THREE:

- ❖ **Procurement, Tendering and Selection**
 - Critical importance of Strategic Procurement Planning
 - The Bidding and Bid Evaluation Process
 - Understand Consultants and Contractor Firms' Pricing Strategies
 - Value for Money and the Total Cost of Ownership (TCO) for complex purchases
 - The Fundamentals of Earned Value Management

DAY FOUR:

- ❖ **Contract Development and Negotiation**

- Understanding the concept and principle of contract law
- Analysis of the Contract requirements
- Model Contract Formats – specific for Consultants and Contractors
- Contract dispute and responding to a contract breach
- The Art of Negotiation and Persuasion

DAY FIVE:

❖ Managing Performance and Decision-Making Skills

- Issues in Contract Performance and major causes of change to contracts
- Managing Supplier Performance and Expectations
- Service Level Agreements, developing and managing Key Performance Indicators
- Decision Making Theory: Process, Models and Stages
- Ability and confidence to make the right decision

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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