



PM226K: Project and Contracts Management Skills

Training Description:

The overall aim of this intensive 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 Objectives:

By the end of the training, 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

Training Designed for:

This course is intended for 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.

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:

- ❖ PRE-TEST
- ❖ 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
- Knowing your contract
- Scope of work
- Terms and conditions
- Stages of contracting

DAY TWO:

❖ Pre-award phase

- Developing the business case
- Project charter
- Project scope statement
- Contracting plan
- Locating contractors
- Contractors pre-qualification
- Developing the project plan

DAY THREE:

❖ 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

DAY FOUR:

❖ Award phase

- Evaluation plan
- Terms and conditions
- Fixed price contracts
- Cost reimbursable contracts
- Time and material contracts

DAY FIVE:

❖ Post award phase

- Contract administration
- Project status reporting
- Managing deviations
- Tools used to manage projects and contracts
- Variation orders

- Handling claims
- Dealing with disputes
- Breach of contract
- ❖ Course Conclusion
- ❖ POST-TEST 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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