



PM352: Project Auditing and Contractor Oversight

Training Description:

Effective project auditing and contractor oversight are essential to ensuring that projects are delivered on time, within budget, in compliance with contractual requirements and to the expected quality and safety standards. Organizations increasingly rely on external contractors to execute critical projects, making it imperative for project managers, engineers, auditors, contract administrators and supervisors to possess the skills necessary to monitor contractor performance, identify project risks, ensure compliance and implement effective governance practices.

This comprehensive training course provides participants with practical knowledge and internationally recognized best practices in project auditing, contractor performance monitoring, contract compliance, project governance, quality assurance, financial auditing, risk management and corrective action implementation. Participants will learn how to conduct systematic project audits throughout the project lifecycle while effectively overseeing contractor activities to achieve successful project outcomes.

The training course combines lectures, practical exercises, audit simulations, case studies, group discussions and real-world examples to equip participants with practical auditing and contractor oversight competencies.

Training Objectives:

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

- ✓ Understand project governance principles and audit frameworks
- ✓ Apply project auditing methodologies throughout the project lifecycle
- ✓ Evaluate contractor performance against contractual obligations
- ✓ Monitor project cost, schedule, scope, quality and risk
- ✓ Conduct compliance audits based on contracts, regulations and company procedures
- ✓ Identify project weaknesses and opportunities for improvement
- ✓ Assess project controls and internal control systems
- ✓ Evaluate contractor quality management and HSE compliance
- ✓ Perform financial and procurement audits
- ✓ Prepare professional audit reports with practical recommendations
- ✓ Develop corrective action plans and follow-up mechanisms
- ✓ Strengthen contractor relationship management while maintaining accountability

Training Designed for:

This training course is intended for Project Managers, Project Engineers, Construction Managers, Contract Managers, Procurement Professionals, Internal Auditors, External Auditors, Contract Administrators, Project Coordinators, Quality Assurance Professionals, HSE Managers, Engineering Supervisors, Owner Representatives, Client Project Teams, Consultants involved in project monitoring, Government Project Officers and Infrastructure Development Professionals.

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:

FUNDAMENTALS OF PROJECT AUDITING AND CONTRACTOR OVERSIGHT

- ❖ **Module 1: Introduction to Project Governance**
 - Project governance framework
 - Governance vs management
 - Roles and responsibilities
 - Accountability and transparency
 - Project lifecycle overview
- ❖ **Module 2: Principles of Project Auditing**
 - Definition and objectives
 - Types of project audits
 - Internal vs external audits
 - Independent assurance
 - Audit standards and ethics
- ❖ **Module 3: Contractor Management Fundamentals**
 - Contractor lifecycle
 - Contractor selection process
 - Contractor responsibilities
 - Client responsibilities
 - Contract administration principles
- ❖ **Module 4: Contract Types and Risk Allocation**
 - Lump sum contracts
 - Unit rate contracts
 - EPC contracts
 - Cost reimbursable contracts
 - Framework agreements
 - Risk allocation strategies
- ❖ **Practical Exercise:**
 - Identifying governance gaps
 - Contractor oversight responsibilities
 - Audit planning workshop

DAY TWO:

PLANNING AND CONDUCTING PROJECT AUDITS

- ❖ **Module 1: Audit Planning**
 - Defining audit objectives
 - Audit scope
 - Risk-based audit planning
 - Audit schedules

- Resource allocation
- ❖ **Module 2: Audit Methodologies**
 - Document reviews
 - Interviews
 - Site inspections
 - Observation techniques
 - Sampling methods
- ❖ **Module 3: Project Performance Auditing Auditing:**
 - Scope management
 - Schedule performance
 - Cost performance
 - Resource utilization
 - Change management
- ❖ **Module 4: Compliance Auditing**
 - Contract compliance
 - Regulatory compliance
 - Company procedures
 - Engineering standards
 - Environmental compliance
- ❖ **Practical Workshop:**
Participants perform a mock project audit using audit checklists

DAY THREE:

CONTRACTOR PERFORMANCE MONITORING AND OVERSIGHT

- ❖ **Module 1: Contractor Performance Management**
 - Performance indicators
 - Contractor scorecards
 - Performance benchmarking
 - Performance evaluation systems
- ❖ **Module 2: Quality Oversight**
 - Quality assurance
 - Quality control
 - Inspection and testing
 - Non-conformance reporting
 - Corrective actions
- ❖ **Module 3: Health, Safety and Environmental Oversight**
 - Contractor HSE responsibilities
 - Safety audits
 - Site inspections
 - Incident investigations
 - Permit-to-work systems
 - Environmental compliance
- ❖ **Module 4: Contractor Risk Management**
 - Contractor risks
 - Performance risks

- Financial risks
- Technical risks
- Supply chain risks
- Workforce risks

❖ **Practical Exercise**

Evaluate contractor performance using KPI scorecards

DAY FOUR:

FINANCIAL AUDITING, CLAIMS AND PROJECT CONTROLS

❖ **Module 1: Financial Project Auditing**

- Budget monitoring
- Cost verification
- Invoice validation
- Payment certification
- Cost overruns

❖ **Module 2: Procurement and Contract Auditing**

- Procurement compliance
- Tender evaluation review
- Purchase orders
- Contract variations
- Procurement fraud indicators

❖ **Module 3: Project Controls Assessment Auditing:**

- Schedule control
- Earned Value Management (EVM)
- Progress reporting
- Change control
- Risk registers

❖ **Module 4: Claims and Dispute Management**

- Delay claims
- Extension of time
- Contract variations
- Claims assessment
- Dispute avoidance
- Arbitration basics

❖ **Case Study**

Review a delayed project and identify audit findings, contract issues and corrective actions

DAY FIVE:

REPORTING, CORRECTIVE ACTIONS AND CONTINUOUS IMPROVEMENT

❖ **Module 1: Audit Findings**

- Identifying observations
- Classifying findings
- Root cause analysis
- Evidence gathering

❖ **Module 2: Writing Effective Audit Reports**

- Executive summaries

- Audit observations
- Supporting evidence
- Recommendations
- Action plans
- ❖ **Module 3: Corrective and Preventive Actions (CAPA)**
 - Action tracking
 - Follow-up audits
 - Verification of implementation
 - Continuous improvement
- ❖ **Module 4: Contractor Relationship Management**
 - Performance review meetings
 - Communication strategies
 - Managing difficult contractors
 - Collaborative problem-solving
 - Lessons learned
- ❖ **Final Workshop:**
Participants work in teams to:
 - Develop a complete project audit plan
 - Conduct a simulated contractor audit
 - Prepare an audit report
 - Present findings and recommendations
 - Develop a contractor improvement action plan
- ❖ 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:

USD\$ TBA - 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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