

€ TRAINING

Advanced Contracts and Project
Management





Advanced Contracts and Project Management

Introduction:

This training program provides participants with comprehensive knowledge and skills essential for effectively managing contracts within the context of project management. It empowers them to navigate the complexities of contracts while efficiently managing project timelines, budgets, and resources.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the intersection between contract management and project management.
- Develop skills for effectively initiating, planning, executing, and closing projects within contractual frameworks.
- Learn techniques for integrating contract management processes into project workflows.
- Gain insights into risk management, stakeholder communication, and quality assurance in contract-based projects.
- Enhance project outcomes through proficient contract and project management practices.

Targeted Audience:

- Project Managers.
- Contract Administrators.
- Procurement Specialists.
- Legal Professionals.
- Business Executives.
- Stakeholder Representatives.

Program Outline:

Unit 1:

Introduction to Contracts and Project Management:

- Overview of contracts and project management principles.

- Understanding the relationship between contracts and projects.
- Roles and responsibilities of project managers and contract administrators.
- Importance of effective integration between contract and project management.
- Case studies on successful contract-based project management.

Unit 2:

Contract Initiation and Planning:

- Techniques for effectively initiating contract-based projects.
- Planning project scope, schedule, budget, and resources within contractual frameworks.
- Identifying contract-specific deliverables and milestones.
- Aligning project objectives with contract terms and conditions.
- Practical exercises on contract initiation and planning.

Unit 3:

Contract Execution and Monitoring:

- Strategies for executing project activities within contractual constraints.
- Monitoring project progress, performance, and compliance with contract terms.
- Handling deviations from contract requirements and initiating corrective actions.
- Managing project changes, amendments, and variations.
- Discussions on real-world contract execution challenges.

Unit 4:

Stakeholder Communication and Engagement:

- Importance of stakeholder communication in contract-based projects.
- Techniques for effective communication with project stakeholders.
- Engaging stakeholders throughout the project lifecycle.
- Addressing stakeholder concerns and managing expectations.

Unit 5:

Risk Management in Contract-Based Projects:

- Identification and assessment of risks in contract-based projects.
- Techniques for managing and mitigating project risks within contractual frameworks.
- Developing risk management plans aligned with contract requirements.
- Ensuring legal and regulatory compliance in risk management.
- Case studies on successful risk management in contract-based projects.

Unit 6:

Quality Assurance and Control:

- Implementing quality assurance processes within contract-based projects.
- Monitoring project deliverables and ensuring compliance with quality standards.
- Techniques for managing and resolving quality issues.
- Continuous improvement and lessons learned in project quality management.
- Practical exercises on quality assurance and control in contract-based projects.

Unit 7:

Contract Closeout and Lessons Learned:

- Procedures for closing out contracts and projects.
- Evaluating project performance and deliverables against contract requirements.
- Conducting post-project reviews and capturing lessons learned.
- Documenting project successes, challenges, and recommendations for future projects.
- Discussions on contract closeout best practices and lessons learned.

Unit 8:

Ethics and Compliance in Contract and Project Management:

- Ethical considerations in contract and project management.
- Ensuring compliance with legal and regulatory requirements.

- Identifying and addressing ethical dilemmas in contract-based projects.
- Promoting transparency, integrity, and accountability in project management.
- Case studies on ethical and compliance issues in contract and project management.

Unit 9:

Contract Negotiation and Dispute Resolution:

- Techniques for effective contract negotiation.
- Strategies for resolving conflicts and disputes in contract-based projects.
- Mediation, arbitration, and litigation in contract disputes.
- Role of negotiation and alternative dispute resolution methods.
- Case studies on successful contract negotiation and dispute resolution.

Unit 10:

Project Closure and Contract Performance Evaluation:

- Procedures for closing out projects and evaluating contract performance.
- Assessing project success against contract objectives and key performance indicators KPIs.
- Conducting client satisfaction surveys and feedback sessions.
- Documenting project achievements and areas for improvement.
- Lessons learned and continuous improvement in project and contract management.