

€ TRAINING

Auditing of Projects and Contractors

A group of four smiling business professionals (three men and one woman) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is a bright, modern office environment with large windows.

2 - 6 December 2024
Lisbon (Portugal)



Auditing of Projects and Contractors

REF: A798 DATE: 2 - 6 December 2024 Venue: Lisbon (Portugal) - Fee: 5940 Euro

Introduction:

This training program is designed to equip professionals with the knowledge and skills needed to conduct effective audits of projects and contractors. It empowers them to drive successful project outcomes and contractor partnerships.

Program Objectives:

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

- Understand the principles and practices of auditing projects and contractors.
- Develop audit plans tailored to project management and contractor oversight.
- Conduct comprehensive audits to assess compliance, performance, and risk management.
- Analyze audit findings and provide actionable recommendations for improvement.
- Foster effective collaboration and communication between project teams and contractors.

Targeted Audience:

- Project managers and leaders responsible for overseeing project execution.
- Contract managers and procurement professionals involved in contractor selection and management.
- Auditors and compliance officers tasked with auditing projects and contractor performance.
- Professionals seeking to enhance their skills in project and contractor auditing.
- Organizations aiming to strengthen their project management and contractor oversight processes.

Program Outlines:

Unit 1:

Introduction to Auditing Projects and Contractors:

- Overview of project auditing and contractor oversight principles.
- Key objectives and benefits of auditing projects and contractors.
- Understanding the project lifecycle and contractor engagement process.

- Roles and responsibilities of project managers, contractors, and auditors.
- Case studies highlighting the importance of effective project and contractor auditing.

Unit 2:

Developing Audit Plans for Projects and Contractors:

- Steps to develop comprehensive audit plans tailored to project and contractor requirements.
- Identifying audit scope, objectives, and criteria based on project and contractor specifics.
- Creating audit checklists and documentation for effective audit execution.
- Planning resources and ensuring auditor competence for project and contractor audits.
- Aligning audit plans with regulatory requirements and industry best practices.

Unit 3:

Conducting Audits of Projects and Contractors:

- Techniques for planning and conducting audits of projects and contractor performance.
- Assessing compliance with project plans, specifications, and contractual requirements.
- Evaluating project risk management practices and contractor performance.
- Identifying deviations from project schedules, budgets, and quality standards.
- Documenting audit findings accurately and comprehensively.

Unit 4:

Analyzing Audit Findings and Providing Recommendations:

- Analyzing audit findings to determine root causes and trends.
- Prioritizing findings based on severity and impact on project success and contractor performance.
- Developing actionable recommendations to address identified non-conformities and improvement opportunities.
- Communicating audit results and recommendations effectively to project teams and contractors.
- Facilitating discussions and providing guidance on implementing corrective and preventive actions.

Unit 5:



Enhancing Collaboration Between Projects and Contractors:

- Strategies for fostering effective collaboration and communication between project teams and contractors.
- Establishing clear roles, responsibilities, and expectations for both parties.
- Implementing performance metrics and key performance indicators KPIs to monitor project and contractor performance.
- Resolving conflicts and addressing issues arising from project-contractor relationships.
- Promoting a culture of accountability and continuous improvement in project and contractor management.