

PROJECT MANAGEMENT



 **BTS**
Training & Consultancy

Contracts & Project Management MBA

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Contracts & Project Management MBA

Introduction:

World-Class organizations understand well the benefits of lower total cost and higher productivity resulting from mastering best practices in the important phases of project and contract management. With a focus on the best practices for processes, methods, and techniques, this program will make a great contribution to the skill sets of those involved in contracts and projects.

Who Should Attend?

Contracts, Purchasing, and Project Personnel, Engineering, Operational, and Maintenance Personnel, Project and Contracts Management Professionals, Tendering, Purchasing, Contract Administration Professionals and Personnel, Engineering, Operational, Finance, Maintenance Professionals, Managers and executives in the procurement, finance, legal, risk and supplier relations department, Business Managers, Commercial staff, Project Engineers, Procurement staff, Legal staff, Contracts analysts & Officers, Contract Leaders & Engineers, Cost & Planning Engineers, Contract Administrators, Contracting Unit Supervisors, Claims Managers and Business Audit Officers, Contract Strategists, Project Managers, General Managers involved in contract negotiation and disputes, Commercial Managers, Buyers, Purchasing Managers, Tenders Managers, Supply Chain Managers & Executives, Procurement Managers & Personnel, Construction Managers, those involved in the planning, evaluation, preparation and management of tenders, awards and contract performance that cover the acquisition of materials, equipment and services.

Course Objectives:

By the end of this course delegates will be able to:

- Know your outcomes before you start a project
- Deal with volatile materials pricing
- Discuss the importance of planning and how to manage the Planning Process
- Learn about contract types and how they transfer risk
- Define and how to take massive action
- Explore the various pricing models used in preparing proposals
- Develop negotiation skill sets to gain the organization's objectives
- How to set up and operate disciplines required to monitor and control projects
- Understand important aspects of contractor price and cost analysis

Course Outline:

Introduction to Projects

- What is a project?
- Benefits of project management
- Why some projects fail?
- How to master project management
- Principles of project management
- Roles in project management

Identify Your Outcomes & Plan for Achievement

- Building the project management team
- Leadership in projects
- Having clear objectives and project scope

- Project paperwork
- Stakeholder management
- Risk management
- Developing your project plan

Organize for Success & Gain & Maintain Commitment

- Personal attitudes and human behaviours
- Gaining and maintaining commitment
- The keys to effective influence and persuasion
- Understanding interpersonal project team dynamics
- Empowerment
- Effective delegation

Monitor & Control Achievements

- Data, information and knowledge management
- Tracking you are still delivering the project
- Managing the tensions
- Achieving practical conflict management
- Further developing your people (soft) skills
- Lessons learned and creating learning culture

Staying Focused, Delivering & Closing Your Project

- Decision making for success
- An introduction to creative thinking
- Checking you have delivered

- Personal time management – the impact on projects
- Meeting skills
- Formally closing the project
- Celebrating success

Risks & Financial Management

- Assessing risk
- Cost and Pricing
- Cost Analysis
- Allocating Overheads
- What is a Fair Profit
- Pricing Models
- Risk Assessment
- Managing the Risks

Contract Types and Payments

- Managing risk
- Contract Risk Sharing Continuum
- Types and Guidelines for progress payments
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Economic Price Adjustment Clauses
- Understanding and Using Producing Price Indexes
- Invoices and Payments

- Parties to Letter of Credit

Source Selection & Contract Development

- Processes for Source Qualification
- Developing Prequalification and Tendering Criteria and Applying Standards
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Essential Elements
- Use of Performance Based Contracting

Contract Negotiations

- Role of Negotiation
- Characteristics of a Good Negotiator
- Basic Rules of Negotiation

Contract Administration & Close Out

- The Critical Integration or Entire Agreement Clause
- Post Award Functions
- Contract Administration Duties
- Contract Modifications
- Scope of Work Variations
- Rules of Contract Interpretation
- Contract Disputes

- Termination