

# PROJECT MANAGEMENT



**BTS**  
Training & Consultancy

## **Advanced Contract Management: Planning Strategy, Development, Legal, Negotiation, dispute, Claims, Counter Claims, Risk & Administration**

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# **Advanced Contract Management: Planning Strategy, Development, Legal, Negotiation, Disputes', Claims, Counter Claims, Risk & Administration**

## **Introduction:**

The programme covers the contracting process from contract award, through planning and management to contract close-out and resolution of disputes. The intention is to develop a delegate's existing skills in a wide range of contract management situations, and to allow participants to have an awareness of practices in many business sectors including construction, petroleum, engineering and other industries.

### **This programme is designed to:**

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### **Training Methodology**

The programme will include a range of lively and interactive training methods, including exercises, role plays, case studies, practice sessions and group discussions. The learning experience will be grounded on instructor-led presentations that highlight key issues to focus on, and supported by a reference manual containing examples of best practice. Discussions will enable participants to share their own experiences with the rest of the group.

## Course Objectives:

- Select appropriate type and form of contracts for different situations
- Understand the legal framework in which contract management takes place
- Understand the contract complexities that need managing
- Explain the practical steps in obtaining and analysing performance data
- Be more effective in contract management activities
- Anticipate problems and manage risks
- Integrate contract management with contract needs
- Understand the best means of handling claims, disputes and performance issues.

## Programme Outline:

### Day1 - Understanding the contract

- Overview of the tendering and contract award process
- Understanding contracts – a refresher on legal requirements for a contract
- Formal and Informal Contractual documents, including
  - Standard terms and conditions
  - Letters of intent
  - Letters of comfort
- The specification and scope of work – linkage to price and payment
- Recognizing where the contract risks lie
- Tools and techniques to manage contract risks

### Day2 - Key skills of contract management

- The role and value of an effective contract manager
- Implementing the new contract
- Effective Review processes
- Inspection and certification of contractual performance
- Managing suppliers of professional services
- Working with contract management reports
- Using KPIs in effective contract management

### **Day3 - Model Contracts and Terms**

- Selecting the right model for the contract
- Standard form Contracts – ICC, FIDIC, NEC and others
- Force Majeure clauses
- Indemnities and Insurance clauses
- Warranty clauses
- Bonds and Guarantees
- Contract variation clauses

### **Day4 - Managing Price and Contract Variations**

- Managing Price escalation
- Getting a breakdown of costs
- Cost and price analysis techniques
- Tracking changes
- Managing variations to the work
  - Changes to timing, accelerating delivery
  - Increase or decrease in scope
  - Changes to work methods
- Negotiation techniques for price and contract variation management

### **Day5 - Managing claims and disputes**

- Typical contract claims – scope, delay, quality, payment
- Implementing penalties or service credits
- Liquidated and unliquidated damages
- Termination and other methods of dealing with default
- Defects Liability management
- Dispute Resolution – tools and techniques to use
- Contract closeout