

PROJECT MANAGEMENT



Project Management for Contracting Professionals Masterclass

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Introduction:

As government agencies and companies continue to streamline operations and with the huge growth in public- and private-sector outsourcing, contract management is increasingly taking on many of the elements and responsibilities of project management. When the lines between contract management and project management blur, clear communication and a working knowledge of each discipline's core elements and competencies are vital to the success of a contract or project. Reflecting the latest practices in the project management field, and viewed from the special perspective of contracting professionals, this course offers concise instruction on project management. Step-by-step, the course covers the entire project life cycle from selection and initiation, through planning, implementation, and control, to termination and closeout. Through case studies, exercises, and an array of practical experiences, you will learn lessons you can relate directly to your procurement activities immediately upon completing the course.

Who Should Attend?

Procurement Managers, Purchasing Staff, Engineering, Operational and Maintenance Personnel, Contracts Engineers, Administrators, and Managers, Commercial, Financial and Insurance Professionals, Project and General Management, Contracts & Contracting Unit Professionals, Project Professionals, Procurement & Purchasing Staff, Purchasing Professionals and Procurement Officers, Commercial Professionals, Contract Administrators, Contract Administration Professionals, Contract Managers and Contract Professionals, Supply officers, Buyers, Project Coordinator's, Project Managers and other Project Professionals, Claims Personnel, Legal Advisers, Contract Strategists, Business Audit Officers, Engineers, Project Construction Professionals, Contract Administrators, Contract Professionals and Project Coordinators, Buyers, Purchasing Professionals and Procurement Officers, Contracts Managers, Project Managers, Tenders, Contracts, Buyers, Purchasing, Financial Personnel, Tendering, Purchasing, Project Management Professionals, Engineering, Operational, Trade,

Finance, and Maintenance Professionals, all others who are involved in the planning, evaluation, preparation and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities, those from a Project Management or General Management background who do not think they have sufficient understanding of contract issues, those new to the function, preparing for a major project, or experienced managers looking for a refresher, anyone involved in the management of risk, those involved in implementing and administering contracts and handling claims and change orders; also those involved in any conflict or dispute with a contracting party and interested to learn how to avoid or resolve these contractual issues, those involved in contract and business related negotiations, those involved in any aspect of implementing, managing or administering contracts in the post-award phase.

Course Objectives:

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

- Use the key elements of procurement management to effectively manage projects
- Identify project management components and processes
- Assemble and manage a high-performance team
- Set realistic, measurable goals and objectives
- Master fundamental project management skills, concepts, and techniques

Course Outline:

Introduction to Project Management

- Definition of a project and project management
- The triple constraints
- Project life cycle
- Project management process groups
- Contracts
- Types of authority
- Typical roles and responsibilities
- Who is in charge?

Project Initiation

- Influences on a project
- Understanding the roles of senior management
- Assess business needs and opportunities
- Project selection and selection tools
- Benefit-Cost Ratio (BCR)
- Present value and net present value
- Payback period
- Formulate good objectives
- Requirements: functional and technical
- Prototyping and progressive elaboration
- Project charter and Project Requirements Document (PRD)

Project Planning and Estimating

- Core project team
- Scope planning
- The Work Breakdown Structure (WBS)
- Estimating: good practices and techniques
- Schedule planning
- Cost planning and estimates
- Resource planning
- Risk management planning
- Procurement planning
- Communication and quality planning
- The project plan

Project Implementation

- Project baseline
- Project performance
- Earned value
- Assessing project status
- Performance reporting
- Project evaluation
- Managing change
- Configuration management
- Managing risk
- Quality assurance
- Developing the project team
- Managing stakeholder expectation

Project Closeout

- Guidelines for project closeout
- Project closeout issues
- Scope verification and customer acceptance
- Contract and administrative closeout
- Lessons learned
- People-oriented closeout activities