

10 Days

Course Name:

Contracts & Project Management: The A to Z of Best Practices

Reference Code: Co Ma106

About the course:

This training course covers key aspects of project definition, planning, control and handover to ensure relevant quality within time, budget and resource constraints. It explores in detail what a contract does (and does not) require each party to the contract to do, and the consequences for both parties of any failure. It also tackles team leadership, stakeholder management and project communication

Course Objective:

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

- Develop project plans focused on delivering sustainable benefits
- Lead project teams in the use of contracts and delivery of projects
- Manage relationships with project stakeholders and contractual partners
- Improve their understanding of the role of contracts within a business
- Apply the latest international thinking in dispute resolution

Who Should attend?.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Contract Administrators & Contract Professionals
- Contracts managers
- Engineers or contracts operatives

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- Existing & New Project Managers
- Project Team Members & Sponsors
- Managers of project portfolios

Course Methodology:

This training course is designed to be a hands-on, stimulating experience. The training course is highly interactive with many discussion and practice sessions.

- ☑ Relevant computer simulations and videos .
- ☑ Copies of all presentation material.
- ☑ Variety of Learning Methods.
- ☑ Pre-test and final test.
- ☑ Case Study
- ☑ Training Groups.
- ☑ Presentation.
- ☑ Lectures

Course Outline:

Day One: What are Contracts and how are they Created?

- The need for contractual relationships
- What is needed to create a valid contract? Ingredients and formalities
- Authority and agency
- The tender process
- Alternative sourcing
- Making contracts enforceable – with particular emphasis on the international context

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Day Two: The Structure of Contracts

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different contractual structures ? Traditional and new
- Risk and Title (ownership) in international trade. When does it transfer?
- Notices and other formalities
- Which law and which courts?

Day Three: Collateral Documents

- Securitising performance obligations
- Bonds and guarantees
- Parent company guarantees
- Letters of intent, comfort or awareness
- Insurance policies
- Assessing the need for financial security

Day Four: Change and Variation

- Changes to Contract documents
- Assignment/Novation explained and distinguished
- Variation clauses and changes to the scope of work
- Claims – what they are and how they arise
- Delay and disruption
- Force majeure

Day Five: Resolving Disputes

- Conflict avoidance and tiered dispute resolution clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE and new best practices in dispute resolution and management
- Final questions and review of course.

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Day Six: The World of Project Management

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

Day Seven: Project Planning, Scheduling and Budgeting

- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control

Day Eight: Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

Day Nine: The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment

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- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

Day Ten: Project Evaluation, Reporting, Closure and Hand over

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture

Time: 08:00 AM -03:00 PM **Numbers of hours:** 70 Hours

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