

Contract management basics

Overview

- A basic course to introduce the fundamentals of contract management
- The workshop is highly interactive and draws upon a range of examples
- The course balances theory and practice as well as hard and soft skills

Target

The course is aimed at team members, supervisors, administrators, SME's, professionals

Learning outcomes

On completing the course, delegates should have the required knowledge, understanding and skills to successfully contribute to the management and administration of small/simple contracts.

Workshop outline

- Overview of contracts and contract management
- Organisational lessons learned
- Planning
- Relationship management
- Terminology
- Stakeholders (client, sub-contractors, suppliers etc)
- Scope of work including deliverables
- Tendering
- Principles of contracts
- Risk & quality
- Penalties and incentives
- Resourcing
- Contract administration including:
 - Documentation including records
 - Meetings
 - Terms & conditions
 - Bank guarantees, securities and insurance
 - Claims and variations
 - Inspections and audits
 - Progress payments
 - Time, including extensions of time
 - Defects
 - Liquidated damages
 - Close-out
- Basic negotiation and conflict resolution
- Post course actions

Course duration

Typically one day