



## **UNIX Trainers & Consultants**

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## **Enhancement of Project and Contract Management Skills for Public Sector Projects**

### **Course Overview:**

The overall aim of this course is to Enhance participants with the skills in Project and Contract Management that are needed to successfully manage a project executed by contractors throughout its life cycle from initial concept to delivery. The course is further designed to provide concepts and tools as well as contract provisions and conditions that will enable collaboration with the contractors efficiently. Participants in this interactive course will learn all the critical tools required to perform project plans and develop project budgets as well as techniques needed to communicate and manage contractors during the implementation phase

### **Course Objectives:**

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

- Identify the major processes in project management in a related contract framework
- Outline the major activities, steps, and tools needed to manage a contracting partner who is executing the project
- Devise the contracting strategy for a project and recognize the main contractual provisions that can affect it
- Develop detailed project plans to manage contracts and deal with deviations effectively
- State different types of contracts and their impacts on the relationship with the contractors
- Describe the post-award main processes including control techniques, change management, and contract administration

### **Course Coverage:**

#### **Topic 1: Principles of Contracts:**

- Definition of a project and project management
- Project and contract relationship
- Project life cycle
- Project stakeholders
- Definition of a contract

- Elements of a contract
- Objectives of contract management
- Knowing your contract
- Scope of work
- Terms and conditions
- Stages of contracting

**Topic 2: Pre-Award Phase:**

- Developing the business case
- Project charter
- Project scope statement
- Contracting plan
- Locating contractor
- Contractors pre-qualification
- Developing the project plan

**Topic 3 Award Phase:**

- Evaluation plan
- Terms and conditions
- Fixed-price contracts
- Cost reimbursable contracts
- Time and material contracts

**Topic 4: Post-Award Phase:**

- Contract administration
- Project status reporting
- Managing deviations
- Tools used to manage projects and contracts
- Variation orders
- Handling claims
- Dealing with disputes
- Breach of contract

**Topic 5: Project Planning:**

- Work breakdown structure
- Duration and resources estimation
- Relationships between activities
- Network diagrams
- Critical path analysis
- Developing a 'Gantt' chart
- Milestone charts
- Resource allocation
- Project budgeting
- Project and contract risk management

**Targeted Participants:**

- Personnel who are seeking in-depth knowledge of managing their contractual partners who are executing their projects.
- Project management Officers

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