



Contracts & Project Management MBA

Course Description

- World-Class organizations understand well the benefits of lower total cost and higher productivity resulting from mastering best practices in the important phases of project and contract management. With a focus on the best practices for processes, methods, and techniques, this program will make a great contribution to the skill sets of those involved in contracts and projects.

Course Objective:

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

- Know your outcomes before you start a project.
- Deal with volatile materials pricing
- Discuss the importance of planning and how to manage the Planning Process
- Learn about contract types and how they transfer risk.
- Define and how to take massive action.
- Explore the various pricing models used in preparing proposals.
- Develop negotiation skill sets to gain the organization's objectives.
- How to set up and operate disciplines required to monitor and control projects
- Understand important aspects of contractor price and cost analysis.

Course outline

Introduction to Projects

- What is a project?
- Benefits of project management
- Why some projects fail?
- How to master project management
- Principles of project management
- Roles in project management

Identify Your Outcomes & Plan for Achievement

- Building the project management team
- Leadership in projects
- Having clear objectives and project scope
- Project paperwork
- Stakeholder management
- Risk management
- Developing your project plan

Course outline

Organize for Success & Gain & Maintain Commitment

- Personal attitudes and human behaviors
- Gaining and maintaining commitment
- The keys to effective influence and persuasion
- Understanding interpersonal project team dynamics
- Empowerment
- Effective delegation

Monitor & Control Achievements

- Data, information and knowledge management
- Tracking you are still delivering the project.
- Managing the tensions
- Achieving practical conflict management
- Further developing your people (soft) skills
- Lessons learned and creating learning culture.

Staying Focused, Delivering & Closing Your Project

- Decision making for success.
- An introduction to creative thinking
- Checking you have delivered.
- Personal time management – the impact on projects
- Meeting skills
- Formally closing the project
- Celebrating success

Course outline

Risks & Financial Management

- Assessing risk
- Cost and Pricing
- Cost Analysis
- Allocating Overheads
- What is a Fair Profit
- Pricing Models
- Risk Assessment
- Managing the Risks

Contract Types and Payments

- Managing risk
- Contract Risk Sharing Continuum
- Types and Guidelines for progress payments
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Economic Price Adjustment Clauses
- Understanding and Using Producing Price Indexes
- Invoices and Payments
- Parties to Letter of Credit

Course outline

Source Selection & Contract Development

- Processes for Source Qualification
- Developing Prequalification, Tendering Criteria, and Applying Standards
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Essential Elements
- Use of Performance Based Contracting

Contract Negotiations

- Role of Negotiation
- Characteristics of a Good Negotiator
- Basic Rules of Negotiation

Contract Administration & Close Out

- The Critical Integration or Entire Agreement Clause
- Post Award Functions
- Contract Administration Duties
- Contract Modifications
- Scope of Work Variations
- Rules of Contract Interpretation
- Contract Disputes
- Termination