



Arabian Institute For Training

The Contracts & Project Management MBA

INTRODUCTION

- World-class organisations 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 Contracts & Project Management MBA training seminar will make a great contribution to the skill sets of those involved in contracts and projects.

This 2-part training seminar provides both strategic and practical insights into:

- Preparing and administration of both the project plan and the contract
- Critical contractor selection & contractor negotiations
- Identifying and analyzing project and contract risk
- Selecting and leading project and contract teams
- Setting and Measuring Project and Contractor Performance goals

OBJECTIVES

Participants attending this training seminar will gain from:

- Knowing your outcomes before you start a project
 - Dealing with volatile materials pricing
 - Discussing the importance of planning and how to manage the Planning Process
 - Learning about contract types and how they transfer risk
 - Defining and how to take massive action
 - Exploring the various pricing models used in preparing proposals
 - Methods of how to keep the team focused on the delivery goal
 - Developing negotiation skill sets to gain the organisation's objectives
 - How to set up and operate disciplines required to monitor and control projects?
 - Understanding important aspects of contractor price and cost analysis
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TRAINING METHODOLOGY

- Participants will increase their knowledge base and skill sets through a variety of instructional methods including lecture by an experienced practitioner and consultant who has “been there-done that”, individual and group exercises, reviewing published articles, checklists, and group discussions covering current practices and their relationship to the implementation of new concepts.
- Attendees are encouraged to present problems for discussion on a confidential basis, and to share their experience of particular issues in their company or industry. A supportive comprehensive training seminar manual, in both printed and CD form, enabling practical application and reinforcement is provided. Time will be allowed for general discussions, and for one-to-one discussion with the senior consultant.

ORGANISATIONAL IMPACT

The organization will benefit by:

- Having the desired outcomes in commercial transactions
- Having better trained project and contract personnel leading and guiding the contracting and project process
- Continuous improvement in the alignment of project results and the organization's goals
- Higher productivity of personnel involved in contract and project activities
- Making projects and contracting a high value added process
- Improvements in the performance of contractors

PERSONAL IMPACT

Attendees will gain by participation in this training seminar through:

- Mastering skills in managing project and contract activities
- Improved negotiation skills
- Greater ability to develop professionally
- Increased job satisfaction by becoming more expert
- Receiving increased recognition by their organization leading toward advancement
- Greater confidence in leading, planning, and managing the entire project and contract process

WHO SHOULD ATTEND?

- Contracts Management Professionals
 - Project Management Professionals
 - Tendering, Purchasing, Contract Administration Professionals and Personnel
 - Engineering, Operational, Finance, and Maintenance Professionals
 - And all others who are involved in project work from simple to complex that cover the acquisition of materials, equipment, construction, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities
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Course Outline

Module I - Mastering Project Management The Fundamentals of Project Management

- Key Definitions in Project Management
- The Project Life-Cycle
- Project Complexity Factors
- Project Strategizing and Managing the Triple Constraint
- Project Context & Environment
- Key Financial Concepts

Project Planning and Organising

- The 20 Project Management Sequence Steps
- Defining Project Scope and Developing Work & Cost Breakdown Structures
- Project Management Roles & Responsibilities
- Project Planning Inputs, Tools & Techniques
- Project Estimating Techniques
- Project Scheduling Methods

Implementing, Executing and Controlling Projects

- Project Implementation & Resource Management
- Developing Project Control Systems
- Keeping Projects On-Track & Controlling Change
- Project Performance Measurement & Key Performance Indicators
- Earned Value Management
- Project Progress Measurement from Initiation to Handover

Project Risk Management

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning & Implementing
- Controlling Project Risks

Project Leadership and Stakeholder Management

- Understanding Leadership & Management
 - Working in Project Teams
 - The Team Development Cycle
 - Keys to Effective Influence & Persuasion
 - Improving Communication, Delegation & Motivating Skills
 - Managing Stakeholders & Stakeholder Expectations
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Module II - Mastering Contracts Management: The Oxford 5-Day MBA Good Contracting and Procurement Practice

- Elements of a Good Contracting and Procurement Process
- Cost and Pricing
- Cost Analysis
- Allocating Overheads
- What is a Fair Profit
- Pricing Models

Contract Types and Payments

- Managing Contract Risk
- Contract Risk Sharing Continuum
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Innovative Contract Types
- Economic Price Adjustment Clauses
- Invoices and Payments

Source Selection and Contract Development

- Processes for Source Qualification
- Developing Pre-qualification and Tendering Criteria
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Use of Performance based Contracting

Contract Negotiations

- Role of Negotiation
- Negotiation — What Is It?
- Characteristics of a Good Negotiator
- Essential Rules of Negotiation, Part 1 - A Quote is Never a Concrete Number
- Essential Rules of Negotiation, Part 2 - The Best Prepared Wins
- Essential Rules of Negotiation, Part 3 - Have Many Issues and a BATNA
- Negotiation Tactics

Contract Administration and Close Out

- Post Award Functions - Overview and Responsibilities
 - Contract Administration Duties
 - Scope of Work Variations
 - Force Majeure
 - Termination
 - Contract Close-Out
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