



Arabian Institute For Training

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# Certified Contract Manager

## Why Attend

- The overall aim of this course is to provide participants with the knowledge, skills and tools required to manage contracts from inception to closure. Participants in this interactive course will learn about the activities conducted in each phase of the life cycle of a contract, methodologies used to manage each one of these activities and the best practices used in contract management. The course will cover critical areas such as contract preparation, contract award, and contract administration.

## Course Methodology

- This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants followed by plenary discussions. In addition, this course incorporates pre and post testing.

## Course Objectives

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

- Identify principles, definitions and major steps involved in the contracting process
- Outline all contract preparation activities including planning, developing scope of work and identifying sourcing options
- Recognize different types of contracts and the effect of each type on the risk allocation strategy
- Develop criteria to invite, receive and evaluate bids
- Apply contract administration tools and techniques to effectively manage the contract and avoid disputes during implementation
- Resolve disputes collaboratively and amicably and outline alternative dispute resolution methods

## Target Audience

- All those involved in any aspect of preparing, implementing, managing or administering contracts and who are committed to prove their dedication to their professional growth. Successful candidates on this course will be awarded the Professional Certificate (MPC). Our institute has been reviewed and approved by the PMI® Authorized Training Partner Program. This course is worth 30 Professional Development Units (PDUs).
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## Target Competencies

- Contract preparation
- Contract administration
- Preparing and evaluating bids
- Planning contracting process
- Resolving contractual disputes
- Managing contractors

### Principles of contracts

- Defining a contract
- Elements of a contract
- Important concepts in contract used in contract management
- Contract Stages
- Problems in preparing and managing contracts

### Contract preparation

- Stages of contract preparation and management
- Set-up contracting strategy
- Contracting methods
- Developing the scope of work
- Problems with a badly written scope of work
- Developing Evaluation criteria
- Decision analysis worksheet
- Terms and conditions
- Determining sourcing strategy
- Pre-qualification criteria
- Prepare request for proposal

### Contract types and strategies

- One or several contracts
- Fixed price contracts
- Cost reimbursable contracts
- Time and material contracts
- Payment terms

### Tendering and Bids Evaluation

- Principles of tendering
  - Objectives of tendering
  - Tendering process
  - Bids Evaluation
  - Preliminary examination of bids
  - Technical evaluation
  - Commercial evaluation
  - Total cost of ownership
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## Contract administration

- Purpose of contract administration
- Documents needed to administer a contract
- Contract administration tools
- Role of contract administrators
- Substantial completion
- Lessons learned
- Final settlement

## Claims and variation orders

- Breach of contract
- Money damages
- Equitable remedies
- Changes and modifications
- Alternative dispute resolutions (negotiation, mediation, arbitration)



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