



Arabian Institute For Training

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# Contract & Project Management Skills for Non-Professionals

## INTRODUCTION

- This 10-day Contract & Project Management Skills for Non-Contract Professionals training course seeks to provide you with skills to enhance your understanding of key competencies in relation to contracts and commercial obligations and how projects should be managed. By applying this knowledge to your professional role and the tasks and challenges you face in your work, you will augment your contribution to business contract negotiation and project management and enhance the chances of project success.
- This practical, intensive 10-day training course gives participants the basic knowledge, processes, skills, tools and techniques recognized as good practices that the contract and project professionals and their teams worldwide use in enhancing the chances of project success.

Participants on the 10-day Contract & Project Management Skills for Non-Contract Professionals training course will develop the following competencies:

- Projecting confidence by understanding one's own abilities
  - Effective communication to carry a persuasive message across to others
  - Building connections that allows you to influence others
  - Help your team find creative solutions to workplace challenges
  - Gain insight into how projects are implemented
  - Learn how non-project professionals can aid in the successful implementation of a project
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## **PROGRAMME OBJECTIVES**

Participants on 10-day Contract & Project Management Skills for Non-Contract Professionals training course will be able to:

- Understand the fundamentals of contracts
- Identify the fundamental concepts in commercial obligations
- Learn what variations can be used to reflect differing requirements
- Understand the jurisdictional variations in international business
- Identify the degree of convergence is there in international contracts
- Learn what are some of the usual clauses in contracts
- Understand how can we identify and manage risk in contracts
- Obtain a fundamental understanding of basic aspects of managing projects
- Familiarize and use essential vocabulary and terminology in managing projects and apply basic project management knowledge, skills, tools and techniques to increase both work efficiency and effectiveness on the project team
- Plan, organize and control project activities by using proven project management skills of successful projects
- Learn and implement the five project management process groups to be performed for any project.
- Identify and understand the ten knowledge areas of project management
- Realize the importance of both hard skills and soft skills as these are applied to different aspects of successfully managing a project for the project team
- Learn how to proactively plan, monitor, track, update and control risks and opportunities to increase the probability of project success
- Manage the on-going needs, concerns and expectations of stakeholders to effectively engaging them in project decisions and execution to support the project's interests
- Establish an effective and efficient communication strategy to get cooperation and coordination from stakeholders towards meeting the project objectives

## **WHO SHOULD ATTEND?**

- Professionals and leaders – whether involved in contract management or not – who wish to learn more about contract negotiation and risk management in order to improve their leadership and management skills
  - Personnel moving into contract management roles wishing to improve practical and legal knowledge
  - Those who are involved in projects but do not manage them, such as Project Team Members, Coordinators, Stakeholders, Analysts, etc., who want to increase their level of effective and efficient contribution to the success of their project
  - Anyone in an administrative role in project environments, such as Executive Assistants and other Administrative Professionals, who wish to increase their level of effective and efficient contribution to the success of any projects they are involved in.
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## TRAINING METHODOLOGY

- The 10-day Contract & Project Management Skills for Non-Contract Professionals training course will combine conventional presentations with the use of course materials and interactive practical exercises, supported by case studies, etc. It includes concepts definition, experiential exercises, practical examples, dialogues and discussions. A high level of delegates' participation is expected to relate the contract management and project management knowledge and skills learned in the programme to the actual needs at their workplace.

## PROGRAMME SUMMARY

- This 10-day training course covers for the non-project professional essential factors in the contractual process from negotiation to risk management and issues involving third parties.
- The training course also provides non-project professionals a unique and simplified approach of the basic project management skills as practiced by those manage projects worldwide. It provides them with a practical and effective guide to learn what project professionals and their teams are doing and to acquire the project management skills to be an active, value-adding participant to the project team.

## PROGRAM OUTLINE

### An Introduction to Contracts

- Understand the notion of offer and acceptance
- Understand the importance of agreement of main terms
- Understand the implications of contractual agreement
- Understand the fundamentals of commercial law and obligations
- Understand the key relationships that underpin these obligations
- Understand the potential consequences for breach of contract
- Understand the concept of legal jurisdiction in contract

### Commercial Relationships and Obligations

- Explain the contracting structure of international business relationships
  - Understand some of the key terms used in the commercial world
  - Explain what applied contract law is all about
  - Understand the basic relationships involved in: Agency, Partnerships, International Sales (and use of Incoterms), Insurance, Intellectual Property, Dispute Resolution, Insolvency and Bankruptcy
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## Types Of Contractual Agreement

- Distinguish between the various contracts
- Consider different commercial arrangements, and how these are covered by contracts
- Conventional contracts – lump sum, schedule of rates, bills of quantities, reimbursable
- Other approaches – risk and reward sharing, BOT contracts
- Different management approaches for different contracts

## Standard Contracts and Common Terms

- The concept of the model contract
- The use of industry and company standard terms
- A review of some of the clauses in common use in many types of contract including warranties, defects liability, variations, liquidated damages and penalties, limits of liability, suspension and termination
- The contract management issues arising from some of these clauses

## Contract Management and Risk Assessment

- The role of the contract manager and administrator
- The methods for controlling third party risk
- The concept of consequential loss
- The concept of frustration of contract and Force Majeure
- Closing out contracts – and keeping records

## Project Management Overview

- What is a project?
  - Definition of project management
  - The pitfalls of not using project management
  - Project vs. Operations
  - The triple constraints in project management
  - Stakeholders in project management
  - Project life cycle
  - Product life cycle
  - Project phases
  - The Hard/Soft skills in managing a project
  - The ISO-21500 Guidance for project management
  - Project Management: The Process Context
  - Project Management: The Organizational Context
  - Critical Success Factors (CSFs) in managing projects
  - The Project Management Office (PMO)
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## Responsibilities & Competencies of the Project Team Members

- Project Management: The Interpersonal and Behavioural Context
- Responsibilities of the project team member
- Common challenges of the project team member
- Skill requirements of the project team member
- Functional competencies of the project team member

## Project Management Processes

- Initiating
- Planning
- Executing
- Monitoring and Controlling

## Project Management Knowledge Areas

- Project integration management
- Project scope management
- Project time management
- Project cost management
- Project quality management
- Project human resource management
- Project communication management
- Project risk management
- Project procurement management
- Project stakeholder management

## Project Initiation

- Develop the project charter
  - Identify stakeholders
  - Establish the preliminary project team
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## Project Planning

- What is project planning?
- The project planning process
- Review project requirements
- Conduct the Project Kick-off meeting
- The Work Breakdown Structure (WBS)
- The Organization Breakdown Structure (OBS)
- The Responsibility Assignment Matrix (RAM)
- Scope planning
- Schedule planning
- Cost planning
- Quality planning
- Human resource planning
- Communications planning
- Risk planning
- Procurement planning
- Stakeholder management planning
- The change control process
- The project plan

## Project Execution, Monitoring & Control

- Manage and coordinate project execution
- Manage productive meetings
- Manage technical performance
- Manage schedule, cost and resource performances
- Manage risks, issues and opportunities
- Manage and control changes
- Manage project team interfaces

## Project Closure

- Project closure objectives
  - Close procurement contracts
  - The “Punch-List” approach
  - Administrative closure
  - The project completion check-list
  - Hand Off deliverables
  - Close project
  - Obtain and update lessons learned
  - Post project evaluations
  - Communicate project achievements
  - Celebrate and reward performances
  - Transition to Operations & Maintenance
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