



Quality Assured Contract Management



7 - 25 October 2024



Geneva (Switzerland)

# Quality Assured Contract Management

course code: P9064 From: 7 - 25 October 2024 Venue: Geneva (Switzerland) - course Fees: 6750 Euro

## Program Overview

In this program you will learn about...

This program covers the Best Practices in Quality Assurance and Improvement as Applied to Contract Management. Program Content includes Examining and Discussion of the purpose, requirements and conditions of contracts, including contracts for supply, maintenance and construction work. Reviewed the skills needed to award and manage contracts effectively, whether these contracts are related to projects or the purchase of products and services.

You will learn about the Best Worldwide Practices in Contract Administration

- Methodology
- Planning
- Technology Issues
- Implementation Management

## Program Content

- Quality Assurance Discussed throughout Program
- Contract Management: the problem areas.
- What is Quality Assurance in Contract Management.
- Types of Contracts :
  - Supply,
  - Maintenance,
  - Construction Fixed Price or
  - Reimbursable Cost EPC
- For each type...associated...
  - Productivity Risks
  - Financial Risks
  - Main Conditions of Contract
  - Other Areas of Concern
- Purpose, Content, Procedure and What Can Go Wrong in Contract Processes...
  - Prequalification
  - The Tendering Process
  - Evaluation of Tenders
  - Flowcharting the Processes
  - Pre-Qualification and ISO-9000
- Preparing the Contract Plan
- Negotiating Strategy and Tactics
  - Pre-award Negotiations
  - Negotiation of Changes and Variation Orders
  - Negotiating Disputes and Claims
  - Win-Win Philosophy
  - Expectations Changing Expectations
  - Planning Preparation
  - Tricks others may play
- Administering Contracts

- The Business Legal Environment
- The Problem Areas
- Do's and Don'ts
- Letters Notices
- Documentation
- Productivity Killer Attitudes
- Programs, Progress, Delivery Schedules and Expediting
- Quality and Substitutes
- Variation Orders
- Claims and Counter-Claims
  - What are they?
  - Minimizing Claims
  - Your Counter Claims
    - Penalty Liquidated Damages
    - Consequential Losses
    - Insurance
    - Warranty
    - Guarantees
- How to effectively use lessons learn't on a Contract.
- Preparing Tender Documents
  - Standardization
  - Various Sections - their purpose and significance
- Finally you may want to give a thought to...
  - Cost-Benefit Approach to Decisions
  - Longer term interests of company
  - Benefits of Supplier Development
  - Emerging Contract and Procurement Philosophies.

