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Advanced Contract Management Using Quality Assurance Methodology

20 - 24 January 2025

Boston (USA)

Advanced Contract Management Using Quality Assurance Methodology

course code: P9045 From: 20 - 24 January 2025 Venue: Boston (USA) - course Fees: 5500 Euro

Program Overview

In this program you will learn about...

This program covers the skills required for Contract Managers to perform their job function Effectively Efficiently.

It also includes:

- Protecting Your Project Your Organization, Using New Methodologies Techniques, Computer Tools Winning Negotiating Strategies
- ISO-9000 Quality Assurance Compliance.
- Management Improvement
- Review Design of Agreements
- Ensuring Compliance with Contractual Terms
- Preparation and Evaluation of Claims for Delays, Cost Compensations Variation Orders.

By the end of the course, participants will also be able to...

- Examined and Discussed 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.
- Review Design Agreements
- Ensure Compliance with Contractual Terms
- Prepare and Evaluate Claims for Delays, Cost Compensations Variation Orders.

He will learn about the Best Worldwide Practices in Contract Management

- Methodology
- Planning
- Tools and Technology Issues
- Management Issues

Program Content

- How this Program Can do Wonders for You and Your Department
- Understand the Processes taking place on Contracts
- Best Industry Practices
- Tools and Techniques
- Set up a Management System for Contracts section (Systematic Organizing, Control & Improvement)
    - **How to…**
        - **Improve Effectiveness Productivity** on your Contracts?
        - **Develop Capabilities** in your Contract Supervision and Control Staff to make sure they understand the "Why", "How", "When" and "What Not to.." of

Effective Contract Management?

- **Implement and Supervise Effective Contract** Practices – avoiding the pitfalls that lead to delays, disruptions, increased costs and disputes.
- **Negotiate** Competitive and Noncompetitive Contracts to Get the Best Deals.
- **Develop Continuous Improvement Excellence** in Contract Management in your organization.

- **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 we will give a thought to…**
  - Cost-Benefit Approach to Decisions
  - Longer term interests of company
  - Benefits of Supplier Development
  - Emerging Contract and Procurement Philosophies.