



Contract Management for Project Managers

Introduction

This course introduces attendees to the essentials of contracts in a project management environment. It is designed to provide an overall understanding of procurement from the buyer perspective. Students will learn and practice the rationale behind choosing the right contract type and the dos and don'ts of contract administration.

Topics covered include the definition of a contract, phases of the contracting process, contract types and uses, legal requirements, negotiating and integration.

Students will understand key concepts and theory and then apply them in team organized case scenarios.

Audience

This course is for individuals who desire to understand the importance of contracts in a project as well as a need to effectively manage project procurement practices.

At Course Completion

At the end of the course, students will be able to:

- Understand the key definitions in Contracting.
- Understand the Contracting Process.
- Be able to integrate Contracting Processes with other Project Management Processes.
- Understand Procurement Planning, Solicitation Planning, Solicitation, Solicitation, Source Selection, Contract Administration and Close-out in a Project environment.
- Learn the legal requirements for a Contract.
- Learn an effective model for Negotiating.
- Be able to apply Contracting and Negotiating skills to a class case model.
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Prerequisites

Before beginning this course, students should have:

- 2 or more years of experience in a project management environment is helpful and the completion of Foundations of Project Management.

Certified Professional Exam Preparation

Materials covered will lead to but are not sufficient for the following certifications: PMI Certified Associate Project Manager, Project Management Professional

Processes:

- Initiating
- Planning
- Executing
- Controlling
- Closing

Knowledge Areas:

- Project Integration Management
- Project Procurement Management

Course Duration

2 Days