

LEADERS TRAINING

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PROJECT MANAGEMENT FOR CONTRACT PROFESSIONALS

CODE	PM03
DAYS	5 DAYS
DURATION	25 HOUR
FORMAT	ON-SITE
CERTIFICATE	ACHIVEMENT

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DIXONTECH
LEADERS ACADEMY

PROJECT MANAGEMENT FOR CONTRACT PROFESSIONALS

TRAINING OVERVIEW

This course is designed to equip participants with the essential knowledge and expertise for effectively overseeing projects executed by contractors. Throughout the course, participants will engage in interactive sessions to grasp crucial tools for project planning, master the development of project budgets, and acquire techniques for seamless communication and management of contractors during the implementation phase. The overall objective is to empower participants with the skills necessary to navigate the entire project life cycle, from initial concept to successful delivery.



**Invest in training,
cultivate greatness**



**BY THE END OF THE COURSE,
PARTICIPANTS WILL BE ABLE TO:**

- Project management
- Contract management
- Planning and scheduling
- Understanding project budgeting
- Understanding project control
- Contract preparation
- Contract administration

TRAINING OBJECTS

Identify key procedures in project management within a contractual context Sketch out essential tasks, stages, and instruments required to oversee a contracting partner responsible for project execution Formulate the contracting strategy for a project and identify key contractual clauses influencing it Create comprehensive project plans for contract management and proficiently address deviations Enumerate various contract types and elucidate their implications on contractor relationships Explain post-award processes, covering control methods, change management, and contract administration.

TRAINING IS TAILORED TO

Personnel who are seeking in-depth knowledge at managing their contractual partners who are executing their projects. The course is designed to provide project management concepts and tools as well as contract provisions and conditions that will enable the collaboration with the contractors efficiently.



TRAINING METHODOLOGY

Our training methodology is tailored to provide an engaging and effective learning experience. The courses blend theoretical knowledge with practical applications, offering a hands-on approach to skill development. Participants engage in interactive sessions, case studies, and discussions led by industry experts. Emphasis is placed on real-world scenarios to ensure the practical application of acquired skills. Assessments and feedback mechanisms are integrated to track progress and enhance the learning journey. Our methodology is designed to cater to diverse learning styles, fostering a dynamic and collaborative environment for optimal knowledge absorption.

DAY 1

OVERVIEW

- Definition of project and project management
- Project and contract relationship
- Project life cycle
- Project stakeholders

PRINCIPLES OF CONTRACTS

- Definition of a contract
- Elements of a contract
- Objectives of contract management
- Knowing your contract
- Scope of work
- Terms and conditions
- Stages of contracting

DAY 2

PRE-AWARD PHASE

- Developing the business case
- Project charter
- Project scope statement
- Contracting plan
- Locating contractors
- Contractors' pre-qualification
- Developing the project plan

DAY 3

PROJECT PLANNING

- Work breakdown structure
- Duration and resources estimation
- Relationships between activities
- Network diagrams
- Critical path analysis
- Developing a 'Gantt' chart
- Milestone charts

DAY 4

AWARD PHASE

- Evaluation plan
- Terms and conditions
- Fixed price contracts
- Cost reimbursable contracts
- Time and material contracts

DAY 5

POST AWARD PHASE

- Contract administration
- Project status reporting
- Managing deviations
- Tools used to manage projects and contracts
- Variation orders
- Claims
- Disputes
- Breach of contract