Introduction

The successful execution of projects often hinges on the proper management of contracts, making them a cornerstone of effective project management. This **Contracts and Project Management Course** is a comprehensive program designed to provide professionals with an in-depth understanding of the creation, negotiation, and management of contracts within the broader context of project management.

With contracts playing a pivotal role in defining project scope, compliance, and risk management, mastering the intricacies of these agreements is crucial for achieving project success. The course emphasizes contract types, clauses, negotiation strategies, and conflict resolution techniques, offering both local and global perspectives on contract management.

By integrating contract management into project management, this course provides actionable insights, ensuring that professionals are equipped with the necessary tools to manage contracts effectively and drive positive project outcomes.

Targeted Groups

This course is ideal for the following professionals:

- **Contracts Managers**
- **Contract Administrators and Contract Professionals**
- **Project Managers, Project Coordinators, and Project Controllers**
- **Engineers and Contract Operatives**

Course Objectives

Upon completion of this course, participants will be able to:

- Enhance their understanding of the role of contracts within business and project contexts.
- Build confidence in managing contract-related issues and disputes.
- Develop strategies to optimize commercial outcomes and ensure compliance.
- Apply contemporary international principles in dispute resolution.
- Set up a project control framework and track project progress effectively.
- Align project goals with stakeholder requirements and formulate measurable objectives.
- Assess project risks and opportunities, understanding their impact on success.
- Challenge psychological barriers to risk in stakeholder interactions.

Targeted Competencies

This course aims to develop the following competencies in participants:

- **Contract structuring and formation** within project management.
- Choosing the appropriate **contract type** for specific projects.
- Understanding **contract terms and conditions** and their implications.
- Effective **contract negotiation** and dispute resolution.
- **Cost estimating**, budgeting, and **cost management** in projects.
- Managing the **critical path** and detailed project estimating.
- Developing and managing **project planning** (WBS and network analysis).
- Successfully managing the **project closeout** process.
- Implementing **lean project management** practices.

Course Content Outline

Unit 1: Understanding Contracts in Projects and How They Are Created

- The need for contractual relationships in projects.
- Key elements for creating a valid contract: offer, acceptance, intention to create a legal relationship.
- Legal formalities: written vs. oral contracts, authority to sign, and witnesses.
- The **tender process** and the role of agents in contract formation.
- Consequences of working without a contract and making contracts enforceable in an international context.

Unit 2: Structure of Contracts

- Different forms of **agreements**, including general and special terms.
- Understanding **ownership** and **risk of damage**, including the use of ICC **INCOTERMS**.
- Identifying when ownership transfers and how **notices** and other formalities affect contracts.
- Exploring different contractual structures: traditional vs. newer structures used in the Middle East.

Unit 3: Collateral Documents

- **Bonds** and **guarantees**: tender, advance payment, performance, and warranty bonds.
- Understanding **parent company guarantees**, **retention bonds**, and the use of **letters of intent** and **letters of award**.
- The role of **insurance policies** and assessing the need for financial security in contracts.
- **Assignment/Novation**: distinguishing between these and other changes to contract documents.
- Managing **claims**, including force majeure, delays, and scope variations.

Unit 4: Resolving Disputes

- Strategies for **negotiation** and implementing **staged dispute resolution clauses**.
- Dispute resolution methods: **litigation**, **arbitration**, **mediation**, and **conciliation**.
- Advanced techniques in dispute resolution: **early neutral evaluation**, **expert determination**, and **mini-arbitration**.

Unit 5: The World of Project Management

- Understanding the **project lifecycle** and constraints that affect project success.
- The concept of **project management maturity** and selecting projects that align with organizational goals.
- Aggregating projects into programs and portfolios, establishing a **project support office**, and managing uncertainty in project selection.

Unit 6: Project Planning, Scheduling, and Budgeting

- Strategic, tactical, and operational planning processes for projects.
- Developing detailed **project plans** and understanding the level of detail required in scheduling.
- Using **network logic** and **dependency analysis** to manage uncertainty and risk in projects.
- Best practices in **budgeting**, cost control, and improving cost estimates.

Unit 7: Project Resourcing, Monitoring, and Control

- Allocating resources effectively and **expediting projects**.
- **Critical chain approach** and designing effective **monitoring cycles** for project performance.
- Using **earned value management** and designing a **change-control system** for proactive project management.

Unit 8: The Project Manager’s Roles and Responsibilities

- Selecting and empowering the right project manager for success.
- Building and managing **multidisciplinary teams** while addressing communication and conflict challenges.
- Leading with **confidence** and **delegating effectively** within the project team.

Unit 9: Project Evaluation, Reporting, Closure, and Handover

- Establishing **evaluation criteria** and conducting **project audits**.
- Reviewing project performance through **progress reports** and **review meetings**.
- **Successful project closure** and handover to stakeholders, and creating a culture of continuous learning from **lessons learned**.

Conclusion

This **Contracts and Project Management Course** equips professionals with the essential skills and strategies for managing contracts effectively within the project management framework. By mastering contract creation, negotiation, and dispute resolution, participants will enhance their ability to deliver successful projects that meet business goals and stakeholder expectations. The course provides actionable insights that can be applied immediately in the workplace, improving both contract and project management performance.