

## Contract Management, Theory Put to Practice

### Course Format:

*The workshop is a mix of presentations, interactive learning, and a multitude of individual and group case studies and exercises.*

### Pre-Requisites:

*General Management and/or Project Management Knowledge*

### Duration:

*4 full days; offered in the UAE and on demand at client's location*

### Contact Hours/PDU: 28

### Course Description:

A thorough understanding of contracts and their diligent management is key to project success. This 4-days workshop combines the theory behind contract law with the best practices in procurement and contract management.

During this workshop, we will provide the participants with an overview of the contracting nexus and the theories behind various contract laws and contract forms and the most important procurement modalities, and in preparing and securing a contract that meets the set economic and technical objectives. In addition, participants will visualize the contracting relationships between the 'purchaser' and the 'contractor' and analyze the sensitivity of such a relationship.

For in-company training we could offer several variations/levels of this course (basic/advanced): service contract management; information systems contract management; supplies/equipment contract management; works contract management; as well as the possibility to concentrate on the procurement side of such projects and the methodologies to attain value for money.

### Learning Objectives/Outcomes:

- Acquire an understanding of contract theory and laws
- Learn about the modalities for the preparation and acquiring of contracts in private/public sectors
- Discuss the terms of contracts for services, information systems, supplies and works projects
- Learn international best practices in the successful management of contracts and their relationships
- Discuss practical toolkits, vital checklists and several case studies

### Who should Attend:

Contract administrators/managers, purchasing/procurement officers, project managers, claim consultants, business development officers, lawyers, managers, project team members, and other personnel involved in projects and who want an understanding of contract theory, types and best-practice management.

**Course Section, Category, and Code:**

Specialised Topics  
Contract Management  
MC01

**Relevant Courses:**

- Contract Management - FIDIC Specific (course code: MC02)  
- New Engineering Contracts and Workshop (course code: EC43)

**How to Register:**

- Send an email to [info@sukad.com](mailto:info@sukad.com)  
- Call us on +971 4 367 1976  
- Visit our website [www.sukad.com](http://www.sukad.com)

**Discounts:**

- 5% - 10% discount is applicable for early registration & payment  
- Group discounts available

**Course Outline:**

<p>1. Introduction and Overview</p> <ul style="list-style-type: none"> <li>➤ What are contracts?</li> <li>➤ Programs, Projects and Contracts cycles</li> <li>➤ Contract theories and laws</li> <li>➤ Relational Contracting</li> <li>➤ PPP / PFI</li> </ul>	<p>2. Procurement</p> <ul style="list-style-type: none"> <li>➤ Procurement Goals and Constraints</li> <li>➤ Procurement: step-by-step</li> <li>➤ Selection and Award Mechanisms</li> <li>➤ Various forms of contracts</li> <li>➤ Innovation through procurement</li> </ul>
<p>3. Basic for drafting</p> <ul style="list-style-type: none"> <li>➤ Key drafting considerations</li> <li>➤ Risk allocation – who handles what</li> <li>➤ Liabilities &amp; Guarantees</li> <li>➤ Cash-flow planning</li> <li>➤ Payment terms &amp; schedule</li> </ul>	<p>4. Additional Basics</p> <ul style="list-style-type: none"> <li>➤ Payment terms/schedule</li> <li>➤ Acceptance criteria and modalities</li> <li>➤ Dispute resolution</li> <li>➤ Reporting</li> <li>➤ Contract Types</li> </ul>
<p>5. Forms of Contract</p> <ul style="list-style-type: none"> <li>➤ General Overview and comparison</li> <li>➤ Various FIDIC Forms</li> <li>➤ Various NEC Forms</li> <li>➤ World Bank – ICT Contract Form</li> </ul>	<p>6. Contract Management</p> <ul style="list-style-type: none"> <li>➤ Responsibility Assignment Matrix</li> <li>➤ Liabilities &amp; Guarantees (revisited)</li> <li>➤ Insurance in Contracts</li> <li>➤ Variations and Changes</li> <li>➤ Delays and Disruption</li> <li>➤ Delay Analysis Methods</li> <li>➤ The Battle for Cash</li> <li>➤ Acceptance &amp; Warranty</li> <li>➤ Disputes and Claims</li> <li>➤ C.M Best Practices &amp; Strategies</li> </ul>

**About SUKAD™:**

SUKAD™ is an established centre of excellence for Project Management in the Middle-East with proven global expertise. SUKAD™ specializes in providing end to end project management solutions in education, training, and advisory/consulting services.

We have brought together a highly professional resident team and an impressive global network that includes some of the thoughts leaders in project management.

Through the extensive expertise of its team and network SUKAD™ has developed its own approach to managing projects, the SUKAD™ Way. This approach is based on the latest thinking in project management, allowing SUKAD™ to provide its clients with a truly unique learning experience and support services.