

CONTRACT MANAGEMENT IN PROJECTS

One of the main reasons why far too many projects run behind schedule is that contracts are managed poorly. Contract management involves using contracts as a management tool throughout the course of the project. When doing this, it is crucial comparatively to assess delivery descriptions, budgets, progress plans and general contract elements. This holistic approach will put you in control of your project.

Participants learn about good practice in contract management – from contract strategy to final deliveries – via a practical approach and interactive exercises.

Target group

This module is intended for project managers, project team members, people in charge of contracts and supplier follow-up, and line managers who work with contracts.

Objectives

After completing the module, the participant should:

- Understand the crucial role that contracts play in the project's achieving good results
- Be able to use contracts as an effective management tool, and understand how change affects contracts
- Be familiar with the key phases of the contract process
- Have gained an insight into the main methods and techniques for creating a positive negotiating climate



Contents

The module covers the following areas:

- Contract law
- Contracts and the structure of a contract
- Contract strategy
- Change management and contracts
- Risk management and contracts
- International contracts
- Negotiations
- Terminating a contract
- Projects and terminology

Accomplishment

The module can be completed as a pure e-learning course, or as a combination of e-learning and one day of classroom learning.

Scope

The course comprises 7 lessons, which are accessible for 6–8 weeks with support from a net mentor. It takes about 10 hours of concentrated work to complete the course. However, this depends how quickly the individual participant works.

Feedback from participants

“I think it's important to be able to document the skills I have. Now I have a record of my experience with project work.”

The module is part of Metier Academy's portfolio of courses in Project Management with a focus on “From projects to profits”. It can be accomplished as a stand-alone unit or as the foundation for a complete company-tailored training programme in project management.

Metier's course modules support the international standard for project management, PMI®s “A Guide to the Project Management Body of Knowledge” or “PMBOK Guide®” and PRINCE2. The “Contract management in projects” module earns participants 16 PDUs (Professional Development Units) in PMI®s Continuing Certification Requirement Program.