

Contract Management

Date	Venues	(\$)Fees	Book your seat
22 Dec -26 Dec 2024	Kuala Lumpur	3600	Register Now

Course overview

Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts. And understand the importance of knowing the contractual terms and conditions and review the techniques for solving problems and partnering with contractors.

Course objective

Identify administration tools and roles of contract writing/administrators

- Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts.
- Understand the importance of knowing the contractual terms and conditions.
- Review techniques for solving problems and partnering with contractors.
- Discuss ways of using “lessons learned” to minimize confrontations during implementation

Who should attend?

All those involved in any aspect of writing, implementing, managing or administering contracts; also those involved in any step of contract preparation and award for them to realize the importance of a well prepared contract.

Course outline

- Cost Benefit Analysis And Goals
- Developing Evaluation Criteria
- Request For Information (Rfi)
- Requirements Definition
- Sourcing Options
- Gathering And Managing Sourcing Requirements
- Applying Evaluation Criteria
- Bid Process And Rules
- Daily Wrao-Up
- Cost Identification
- Influence Of Laws On The Bid Process
- Rfp Management

- Rfp Preparation And Content
 - Contract And Relationship Types
 - Identifying Thee Sourcing Approach Strategic, Bottleneck, Leverage And Tactical.
 - Commodity And Sourcing Strategies
 - Developing Kpi` S That Enable Procurement Success
 - Sow / Sla Production
 - Daily Wrap-Up
 - Term Linkages-Managing Cost And Risk
 - Terms And Conditions Overview
 - Framing, Strategy And Goals
 - Negotiation Techniques
 - Tactics, Tricks And Lessons Learned
 - Change Control And Management
 - Contract Close Out And Lessons Learned
 - Daily Wrap-Up
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- Dispute Handling And Resolution
 - Implementation & Communication
 - Monitoring Performance, Tools/Techniques
 - Managing The Strategic Sourcing Process
 - Identifying And Managing Risk
 - Ethics And Conflicts Of Interest In The Procurement Domain
 - Knowledge Management Tools And Best Practices
 - Outsourcing Strategy, Governance, Tools And Standards
 - Daily Wrap-Up
 - Integrating Make-Versus-Buy Analysis Into The Sourcing Process
 - Supplier Relationship Management
 - What Do We Mean By Best Practices?
 - Exercise
 - Debrief
 - Final Wrap-Up

Training methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays



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