

Module 1: Mastering Project Management

DAY 1

The Fundamentals of Project Management

- Key Definitions in Project Management
- The Project Life-Cycle
- Project Complexity Factors
- Project Strategizing and Managing the Triple Constraint
- Project Context & Environment
- Key Financial Concepts

DAY 2

Project Planning and Organising

- The 20 Project Management Sequence Steps
- Defining Project Scope and Developing Work & Cost Breakdown Structures
- Project Management Roles & Responsibilities
- Project Planning Inputs, Tools & Techniques
- Project Estimating Techniques
- Project Scheduling Methods

DAY 3

Implementing, Executing and Controlling Projects

- Project Implementation & Resource Management
- Developing Project Control Systems
- Keeping Projects On-Track & Controlling Change
- Project Performance Measurement & Key Performance Indicators
- Earned Value Management
- Project Progress Measurement from Initiation to Handover

DAY 4

Project Risk Management

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning & Implementing
- Controlling Project Risks

DAY 5

Project Leadership and Stakeholder Management

- Understanding Leadership & Management
- Working in Project Teams
- The Team Development Cycle
- Keys to Effective Influence & Persuasion
- Improving Communication, Delegation & Motivating Skills
- Managing Stakeholders & Stakeholder Expectations

Module 2: Mastering Contracts Management : The Oxford 5-Day MBA

DAY 6

Good Contracting and Procurement Practice

- Elements of a Good Contracting and Procurement Process
- Cost and Pricing
- Cost Analysis
- Allocating Overheads
- What is a Fair Profit
- Pricing Models

DAY 7

Contract Types and Payments

- Managing Contract Risk
- Contract Risk Sharing Continuum

- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Innovative Contract Types
- Economic Price Adjustment Clauses
- Invoices and Payments

DAY 8

Source Selection and Contract Development

- Processes for Source Qualification
- Developing Pre-qualification and Tendering Criteria
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Use of Performance based Contracting

DAY 9

Contract Negotiations

- Role of Negotiation
- Negotiation —*What Is It?*
- Characteristics of a Good Negotiator
- Essential Rules of Negotiation, *Part 1 - A Quote is Never a Concrete Number*
- Essential Rules of Negotiation, *Part 2 - The Best Prepared Wins*
- Essential Rules of Negotiation, *Part 3 - Have Many Issues and a BATNA*
- Negotiation Tactics

DAY 10

Contract Administration and Close Out

- Post Award Functions - *Overview and Responsibilities*
- Contract Administration Duties
- Scope of Work Variations
- Force Majeure
- Termination
- Contract Close-Out