

## **DAY 1**

### *Introduction and Review of Basic Principles*

- Why contract management?
- Benefits of doing it right and problems with doing it wrong
- Overview of overall contracts & procurement cycle
- Relationship to project management
- Developing effective procurement strategies
- Common contract types – pros, cons, and risks
- Key roles and responsibilities

## **DAY 2**

### *Post Award Management*

- Preparation for contract post award phase
- Handover from contract award
- Process overview, including inputs and outputs
  - Initiation stage
  - Planning stage
  - Delivery stage
- Change management
- Risk management

## **DAY 3**

### *Contract Closeout*

- Closeout process overview, including inputs and outputs
- Contract closure
- Handover and transition
- Operations and support
- Handling premature close

## DAY 4

### *Key Management Skills*

- Relationship and stakeholder management
- Communication
- Performance management
- Negotiation
- Conflict management
- Leadership
- Documentation and record keeping

## DAY 5

### *Encountering and Solving Problems*

- Common issues and risks, and how to deal with them
- Disputes
- Claims
- Completion, sign off and payment problems
- Recap of material
- Reference Material
- Things you can do when you return to your desk