

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

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 3

Project Risk Management

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

DAY 4

Managing Change and Performance Failures

- Scope Creep
- External Factors Affecting Performance

- Performance Standards and Monitoring
- Re-work, Re-Performance and Damages
- Using Bonds, Warranties and Guarantees
- Suspension and Termination

DAY 5

Managing Claims and Disputes

- Assessing Claims
- Using the Contract to Manage Disputes
- Negotiation Tools and Techniques
- Formal Dispute Resolution
- Alternative Dispute Resolution Processes
- Course Review and Learning Outcomes