

PROJECT MANAGEMENT FOR CONTRACT PROFESSIONALS

"Master Project Management Skills Tailored for Contract Professionals to Deliver Successful Projects."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

▶ **Available delivery methods:** In-House Training

Introduction

This course is designed specifically for contract professionals involved in managing, negotiating, and administering contracts within projects. It focuses on the essential project management principles, tools, and techniques that help contract professionals oversee contract execution effectively, manage risks, and ensure project objectives are met.

Objectives

By the end of this course, participants will be able to:

- Understand the role of contract professionals in project management
- Manage contract lifecycle and compliance within project frameworks
- Apply risk management techniques relevant to contracts
- Coordinate with stakeholders for smooth contract execution
- Use project management tools to track and report contract progress

Why Attend

- Gain specialized project management knowledge tailored to contract roles
- Improve contract administration and reduce disputes
- Enhance collaboration between project and contract teams
- Increase efficiency in managing contract deliverables and deadlines

Target Audience

- Contract Managers and Administrators
- Project Managers involved in contracts
- Legal professionals working with project contracts
- Procurement and Vendor Management Professionals

Individual Benefits

- Develop skills to manage contracts within project constraints
- Enhance negotiation and communication with stakeholders
- Improve risk mitigation and problem-solving in contracts
- Expand career opportunities in contract and project management

Organizational Benefits

- Better contract compliance and reduced risks
- Improved project outcomes through effective contract oversight
- Stronger vendor and stakeholder relationships
- Streamlined contract management integrated with project goals

Instructional Methodology

- Interactive lectures and real-world case studies
- Group discussions and role-playing exercises
- Hands-on activities with contract and project management tools
- Practical problem-solving and scenario analysis

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Project and Contract Management

- Module 1 (07:30 – 09:30): Overview of Project Management Fundamentals
- Module 2 (09:45 – 11:15): Role and Responsibilities of Contract Professionals in Projects
- Module 3 (11:30 – 01:00): Contract Types and Their Impact on Project Delivery
- Module 4 (02:00 – 03:30): Contract Lifecycle Management

Day 2: Planning and Risk Management for Contracts

- Module 1 (07:30 – 09:30): Project Planning with Contract Considerations
- Module 2 (09:45 – 11:15): Risk Identification and Analysis in Contract Management
- Module 3 (11:30 – 01:00): Risk Mitigation Strategies and Contingency Planning
- Module 4 (02:00 – 03:30): Case Study: Risk Management in Contract Execution

Day 3: Contract Administration and Performance Monitoring

- Module 1 (07:30 – 09:30): Contract Compliance and Performance Metrics
- Module 2 (09:45 – 11:15): Monitoring Project and Contract Progress
- Module 3 (11:30 – 01:00): Managing Changes and Variations in Contracts
- Module 4 (02:00 – 03:30): Practical Exercise: Contract Performance Reporting

Day 4: Communication and Negotiation in Contract Management

- Module 1 (07:30 – 09:30): Stakeholder Communication Strategies
- Module 2 (09:45 – 11:15): Negotiation Techniques for Contract Professionals
- Module 3 (11:30 – 01:00): Conflict Resolution and Dispute Management
- Module 4 (02:00 – 03:30): Role Play: Contract Negotiation Simulation

Day 5: Closing Contracts and Legal Considerations

- Module 1 (07:30 – 09:30): Contract Closeout Procedures
- Module 2 (09:45 – 11:15): Legal and Ethical Considerations in Contract Management
- Module 3 (11:30 – 01:00): Lessons Learned and Continuous Improvement
- Module 4 (02:00 – 03:30): Final Assessment and Certification

Certification

Upon successful completion, participants will receive a Certificate of Completion in Project Management for Contract Professionals, validating their expertise in integrating project management with contract oversight.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

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