



Project & Contract Management

Certified Contract Manager

Course Introduction

In this course delegates will understand the structured process of how to build a marketing plan customised for their situation. They will find out how marketing planning works and how they should document their ideas in a marketing plan. They will become competent in developing a marketing plan by going through a number of stages of the marketing planning process. They will work with practical checklists at each stage that enable them to formulate the right questions.

They will master the key elements of a complete marketing plan.

- BOOST Certificate of Attendance for delegates who attend and complete the course.
- Accomplish certificate for PMI

Target Audience

those involved in any aspect of preparing, implementing, managing or administering contracts who are committed to prove their dedication to their professional growth

Learning Objectives

- How to analyse the external and internal environment;
- What segments of the market to target and how to choose a proper positioning
- How to set marketing and financial objectives
- How to decide on strategies for products, pricing, channels and communication
- What sales forecasting technique to use

Course Outline

• Day 01

Principles of Contracts

- Defining a Contract
- Elements of a Contract
- Express and Implied Contracts
- Problems in Preparing and Managing Contracts

Contract Preparation

- Stages of Contract Preparation and Management
- Contract Provisions
- Evaluation of Internal and External Resources
- Contracting Methods
- Developing Scope of Work
- Problems with Badly Written Scope of Work
- Evaluation Criteria (Musts and Wants)
- Terms and Conditions

• Day 02

Contract Types and Strategies

- One or Several Contracts
- Fixed Price Contracts
- Cost Reimbursable Contracts
- Time and Material Contracts
- Incentive Terms
- Payment Terms
- Bonds and Retention

• Day 03

The Tendering Stage

- Alternative to Tendering
- Objectives of Tendering
- Tendering Procedures
- Evaluation of Bidders
- Pre-Qualification Criteria

- Invitation to Tender
- Receipt and Opening of Bids
- Tender Evaluation
- Role of Tender Evaluation Committees
- Different Pricing Methods
 - Whole Life Cost
 - Value for Money
- Online Reverse Auction

• Day 04

Contract Administration

- Purpose of Contract Administration
- Aspects to Manage
- Contract Administration Tools
- Documents Needed to Administer a Contract
- Role of Contract Administrator/Focal Point(s)

• Day 05

Claims and Variation Orders

- Breach of Contract
- Damages
- Force Majeure
- Changes and Modifications
- Lessons Learned
- Alternative Dispute Resolution
 - Negotiation
 - Mediation
 - Arbitration
- Litigation

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 28, 2025	May 2, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
June 15, 2025	June 19, 2025	5 days	2150.00 \$	Virtual - Online
Aug. 4, 2025	Aug. 8, 2025	5 days	4950.00 \$	Italy - Rome
Sept. 14, 2025	Sept. 18, 2025	5 days	4250.00 \$	KSA - Jeddah
Nov. 3, 2025	Nov. 7, 2025	5 days	4250.00 \$	UAE - Dubai