



Project & Contract Management

Contract Preparation and Management

Course Introduction

This training course explores and explains how to apply relevant skills underpinned by contractual knowledge to manage risks, disputes and opportunities that may arise during the life of a contract to achieve a successful outcome. This highly interactive 3-day course is designed for the participants to practice and develop the key facets of advanced contract management skills all underpinned by the detail of the contract.

This program is designed to:

- Explore the advanced skills to enhance performance in contract selection, development and management.
- Enable participants to practice and develop their contract management skills.
- Help participants to begin immediate implementation of the steps needed to create maximum total value for their organization

Target Audience

Project Manager

* Business Administrator

* Marketing Coordinator

* Account Executive

* Chief Operating Officer

* Operations Manager

* Executive Administrative

* Risk Manager

* Program Manager

* Business Analyst

* Quality Control Coordinator

* Assistant Manager

- * Team Leader
- * Senior Supervisors
- * Researcher
- * Entrepreneur
- * Management Consultant
- * Public Relations Director

Learning Objectives

- Identify the basic elements of contracting.
- Identify and discuss the major steps involved in contracting preparation procedures.
- Develop the scope of work and recognize the implications of a poorly prepared scope.
- Discuss the contracting strategy including pricing.
- Develop scope of work negotiation strategy.
- Use evaluation criteria to select contractors efficiently.
- Recognize and practice the tendering principles and process.

Course Outline

- **Day 01**

- Introduction to Contract and Contract Preparation**

- Importance of Contract
 - Elements of a Contract
 - Types of Contract
 - Essential Components of a Contract
 - Drafting Clear and Concise Contract Terms
 - Key Clauses and Preparations in Contracts
 - Addressing Risks and Liabilities
 - Negotiation and Collaboration in Contract Preparation
 - Review, Approval, and Finalization of Contracts

• Day 02

Problems in Preparing and Managing Contracts

- Requirements of an Offer
- Capacity and Genuine Assent
- Types of Authority
- Classical Contract Framework
- Business Case
- Acquisition Planning
- Contracting Methods; Bidding, Negotiation
- Elements of Scope of Work
- Decision Analysis Worksheet
- Implications of a Poor Scope of Work
- Terms and Conditions
- Sourcing Strategy
- Pre Qualification

• Day 03

One versus Several Contracts

- Fixed Price (Lump Sum) Contracts
- Firm fixed contracts
- Economic price adjustment
- Incentive contracts
- Cost Reimbursable (Cost Plus) Contracts
- Percentage of Cost
- Fixed Fee
- Award Fee
- Incentive Fee
- Time and Material Contracts
- Intellectual Properties
- Special Forms of Contracting
- Research Development
- Construction projects
- Information Technology

• Day 04

Negotiation

- Negotiation Preparation

- Negotiation Objectives
- Negotiation Guidelines
- Techniques Used in Negotiation

Contract

- Award
- Evaluation Criteria
- Pre Award Meeting
- Recommendation Report
- Methods of Awarding a Contract
- Contract File
- Post Award Conference
- Contract Administration
- Sub Contract Administration
- Contract Closeout

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 \$	UAE - Dubai