



Project & Contract Management

## **Advanced Operations and Maintenance Contracts**

## Course Introduction

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The Operations and Maintenance Contracts – Management and Supervision course is designed to equip participants with the necessary knowledge and skills to effectively manage and supervise operations and maintenance contracts. The course covers the principles and concepts of operations and maintenance contract management, including contract planning, execution, monitoring, and control. Participants will also learn effective management and supervision techniques for ensuring high-quality work and adherence to contract specifications. This program includes lectures, case studies, group discussions, and practical exercises to provide participants with a comprehensive understanding of operations and maintenance contract management and supervision.

## Target Audience

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1. **Operations Manager**
2. **Maintenance Manager**
3. **Contract Manager**
4. **Facility Manager**
5. **Procurement Manager**
6. **Asset Manager**
7. **Engineering Manager**
8. **Project Manager**
9. **Risk and Compliance Officer**
10. **Supply Chain Manager**

## Learning Objectives

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The primary goal of the Operations and Maintenance Contracts – Management and Supervision course is to equip participants with a comprehensive knowledge of the

fundamental ideas and concepts involved in managing and supervising operations and maintenance contracts. Upon completion of the course, participants will possess the ability to implement their acquired knowledge in practical scenarios, comprehend efficient management and supervision strategies, communicate proficiently with stakeholders, oversee contract scope, schedule, cost, quality, resources, and risks, and grasp professional and social responsibility principles in contract management. Furthermore, participants will get knowledge on how to guarantee the production of work of superior quality and strict compliance with contract requirements by effectively using management and oversight strategies. Successful completion of this course will equip participants with the necessary skills to effectively oversee and control operations and maintenance contracts, guarantee favourable project results, and progress in their contract management professions. This training is well-suited for those in positions of operations and maintenance management, procurement professionals, and anybody with the responsibility of overseeing and supervising operations and maintenance contracts.

## Course Outline

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- **Day 02**

- Contract Planning and Execution

- Contract Planning:

- Developing a contract management plan

- Defining scope, objectives, and deliverables

- Creating a work breakdown structure

- Contract Execution:

- Issuing purchase orders and work orders

- Monitoring and controlling contract performance

- Managing change orders and variations

- **Day 01**

- Introduction to Contract Management

## Understanding Contracts:

Types of contracts (fixed-price, cost-plus, time and materials)

Key contract terms and conditions

Contract lifecycle

Role of the Contract Manager:

Responsibilities and authority

Ethical considerations in contract management

Risk Management in Contracts:

Identifying and assessing risks

Risk mitigation strategies o Risk transfer mechanismsz

## • Day 03

Contract Monitoring and Control

Performance Measurement:

Key performance indicators (KPIs)

Progress tracking and reporting

Variance analysis

Quality Assurance:

Quality control measures

Inspection and testing

Non-conforming work management

Cost Control:

Cost budgeting and forecasting

Cost tracking and analysis

Cost control techniques

## • Day 04

## Contract Dispute Resolution and Termination

- Dispute Resolution:

Dispute avoidance strategies o

Negotiation and mediation o Arbitration and litigation

Contract Termination:

Grounds for termination

Termination procedures

Consequences of termination

- **Day 05**

Advanced Topics in Contract Management

Strategic Sourcing:

Supplier selection and evaluation

Supplier relationship management

Performance-Based Contracting:

Incentive-based contracts

Balanced scorecards

Sustainability in Contracts:

Environmental and social considerations

Sustainable procurement practices

# Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 26, 2025	May 30, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 4, 2025	Aug. 8, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 1, 2025	Dec. 5, 2025	5 days	5950.00 \$	switzerland - Geneva