

## The Contracts & Project Management MBA

*Kuala Lumpur (Malaysia)*

*9 - 20 December 2024*

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## The Contracts & Project Management MBA

Code: PM28 From: 9 - 20 December 2024 City: Kuala Lumpur (Malaysia) Fees: 7000 Pound

### Introduction

World-class organisations understand well the benefits of lower total cost and higher productivity resulting from mastering best practices in the important phases of project and contract management. With a focus on the best practices for processes, methods, and techniques, this Contracts & Project Management MBA training Course will make a great contribution to the skill sets of those involved in contracts and projects.

### Training Objectives of The Contracts & Project Management MBA

- Dealing with volatile Materials Pricing
- Discussing the importance of planning and how to manage the Planning Process
- Learning about Contract Types and how they Transfer Risk
- Defining and how to take Massive Action
- Exploring the various Pricing Models used in preparing Proposals
- Methods of how to keep the Team focused on the Delivery Goal
- Developing Negotiation Skillsets to gain the Organisation's Objectives
- How to Set Up and Operate Disciplines required to Monitor and Control Projects?
- Understanding Important Aspects of Contractor Price and Cost Analysis

### The Contracts & Project Management MBA Training Outlines

#### Day 1

##### The fundamentals of project management

- Key Definitions in Project Management
- The Project Life-Cycle
- Project Complexity Factors
- Project Strategizing and Managing Triple Constraint
- Project Context & Environment
- Key Financial Concepts

#### Day 2

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board.

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## Project planning and organising

- The 20 Project Management Sequence Steps
- Defining Project Scope and Developing Work & Cost Breakdown Structures
- Project Management Roles & Responsibilities
- Project Planning Inputs, Tools & Techniques
- Project Estimating Techniques
- Project Scheduling Methods

## Day 3

### Implementing, executing and controlling projects

- Project Implementation & Resource Management
- Developing Project Control Systems
- Keeping Projects On-Track & Controlling Change
- Project Performance Measurement & Key Performance Indicators
- Earned Value Management
- Project Progress Measurement from Initiation to Handover

## Day 4

### Project risk management

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

## Day 5

### Project leadership and stakeholder management

- Understanding Leadership & Management
- Working in Project Teams
- The Team Development Cycle
- Keys to Effective Influence & Persuasion
- Improving Communication, Delegation & Motivating Skills
- Managing Stakeholders & Stakeholder Expectations

## Day 6

### Good contracting and procurement practice

- Elements of a Good Contracting and Procurement Process
- Cost and Pricing
- Cost Analysis
- Allocating Overheads

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- What is a Fair Profit
- Pricing Models

## Day 7

### Contract types and payments

- Managing Contract Risk
- Contract Risk Sharing Continuum
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Innovative Contract Types
- Economic Price Adjustment Clauses
- Invoices and Payments

## Day 8

### Source selection and contract development

- Processes for Source Qualification
- Developing Pre-qualification and Tendering Criteria
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Use of Performance based Contracting

## Day 9

### Contract negotiations

- Role of Negotiation
- Negotiation □ What Is It?
- Characteristics of a Good Negotiator
- Essential Rules of Negotiation, Part 1 - A Quote is Never a Concrete Number
- Essential Rules of Negotiation, Part 2 - The Best Prepared Wins
- Essential Rules of Negotiation, Part 3 - Have Many Issues and a BATNA
- Negotiation Tactics

## Day 10

### Contract administration and closeout

- Post Award Functions - Overview and Responsibilities
- Contract Administration Duties
- Scope of Work Variations
- Force Majeure
- Termination
- Contract Close-Out

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