



The Contracts & Project Management MBA

Exploring the Critical Aspects of Contract & Project Management

30 September - 11 October 2024

Miami / USA

Introduction

World-class organizations 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 will make a great contribution to the skill sets of those involved in contracts and projects.

This Academy by Egis MBA provides both strategic and practical insights into:

- Preparing and administration of both the project plan and the contract
- Critical contractor selection & contractor negotiations
- Identifying and analyzing project and contract risk
- Selecting and leading project and contract teams
- Setting and Measuring Project and Contractor Performance goals

Who Should Attend?

- Contracts Management Professionals
- Project Management Professionals
- Tendering, Purchasing, Contract Administration Professionals and Personnel
- Engineering, Operational, Finance, and Maintenance Professionals
- And all others who are involved in project work from simple to complex that cover the acquisition of
- materials, equipment, construction, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities

Objectives

Participants attending this MBA will gain from:

- Knowing your outcomes before you start a project
- 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 skill sets to gain the organizations objectives
- How to set up and operate disciplines required to monitor and control projects?
- Understanding important aspects of contractor price and cost analysis

Organisational Impact

The organisation will benefit by:

- Having the desired outcomes in commercial transactions
- Having better trained project and contract personnel leading and guiding the contracting and project process
- Continuous improvement in the alignment of project results and the organization's goals
- Higher productivity of personnel involved in contract and project activities
- Making projects and contracting a high value added process
- Improvements in the performance of contractors

Personal Impact:

Attendees will gain by participation in this The Contracts & Project Management MBA training course through:

- Mastering skills in managing project and contract activities
- Improved negotiation skills
- Greater ability to develop professionally
- Increased job satisfaction by becoming more expert
- Receiving increased recognition by their organization leading toward advancement
- Greater confidence in leading, planning, and managing the entire project and contract process

Course Outline**Module 1: Mastering Project Management****Day 1**

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

Day 2

- 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 and 7 (WEEKEND)**Module 2: Mastering Contracts Management: The Oxford 5-Day MBA****Day 8**

- Good Contracting and Procurement Practice:
 - Elements of a Good Contracting and Procurement Process
 - Cost and Pricing
 - Cost Analysis
 - Allocating Overheads
 - What is a Fair Profit
 - Pricing Models

Day 9

- 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 10

- 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 11

- 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 12

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

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

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|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **13,900 USD**
**VAT is Excluded If Applicable*