

COURSE: Project Management - Procurement and Contract Management

Contact Hours/PDUs: 12 (2-day Workshop)

Pre-requisite: None

Abstract

In everyday life individuals make decisions as to whether to make or buy a product or a service. It ranges from building your home, to servicing your air-condition units. The choice depends on your competence in the field, your availability and the level of risk you are willing to take. The same applies to organisations in determining to build a new facility or introduce a new software package to improve on efficiency. The decisions can also be to outsource some of the activities and do some yourself.

In the process of buying there is a huge risk that your expectations or the organisation's expectations may not be realised. If it is facility, it may not be completed, due to the default by the contractor, or it could be late in delivery or could exceed your budgetary allocation, incurring very high cost due to defects, resolution of dispute and claims.

To minimise such risk a very structured approach to procurement must be adopted as outlined by A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fifth Edition, with the ultimate objectives of an agreement in the form of an appropriate type of contract, which, apportions equitable risks to the parties, administering the contract professionally and effectively closing it out. The programme will give you an understanding of Procurement Management from the Planning, Execution, Monitoring and Control, to Close Out stages of a Project.

Target Audience

The course is designed for individuals who wish to improve their Procurement and Contract Administration skills as well as technical staff involved in project management, purchasing, contract administration, and general management.

Learning Outcomes

On completion of this workshop, learners will understand;

- Procurement Management and its relationship to the *PMBOK® Guide*, the Knowledge Areas, and Process Groups and how Procurement Management fits into the Project Life Cycle. In addition, the various types and forms of contracts, and the components of a contract document will be covered
- Procurement Documents, Types of Contracts, Sequential Contracts, Design Build Contracts, Standard Forms of Contract, FIDIC, ICE, JCT, Professional Services Contracts, etc. and Evaluation Criteria
- Bidding Process, Responding to Bidders, Bid Openings, Evaluation of Bids, Constituents, Types and Functions of Contracts
- Contract Administration, Change Control, Performance Review, Document Control, Contract Interpretation and the different methods and processes for resolving disputes
- Key Contract Clauses in Standard Forms of Contract, Types of Bonds, and Dispute Resolution: Negotiations to Litigation
- Contract Closure, Termination for Convenience or Breach, Acceptance of work, punch list and payments