



Managing the Project's Contract - One-Day Seminar

Program Number: PMGNOM / PDUs: 6

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 Procurement Process

- Identify steps involved in the procurement cycle
- Acquire the tools and techniques for procurement planning
- Determine the steps in making the make or buy decision

Group exercise on making the make or buy decision

3.0 Solicitation Planning

- Discover the steps involved in solicitation planning

4.0 Contract Formation

- Define the steps in contract formation
- Identify different contract types and when to use them

Group exercise on putting together a contract

5.0 Go to Bid

- Learn to do the formal solicitation
- Learn the normal solicitation cycle
- Identify the best proposal
- Learn the basics and steps of negotiating the contract

Group exercise on negotiating

Course Objectives:

The participants will learn the project manager's role in managing the project's contract.

Learn how to:

- Set up the procurement planning process
- Use the contract cycle
- Determine the make or buy decision
- Set up the solicitation process
- Choose a contract type (cost plus, firm fixed price, fixed-price incentive, time and materials)
- Apply principles of contract reporting

6.0 Contract Administration

- Discover the basics of change control
- Learn the basics of payment control
- Perform basic contract performance reporting
- Monitor and control contract performance

7.0 Contract Closeout

- Closeout the contract
- Learn about formal acceptance and release of a contract
- Learn the importance of celebrating your contract success

Group exercise on closeout contract