

CADM: CONTRACT ADMINISTRATION (2 DAYS / 14 PDU's)**PROGRAM DESCRIPTION**

This 2-day workshop introduces proven, effective and efficient techniques for developing project requirements and structuring and administering contract solicitations, to ensure your project delivers the desired business results. Learn how to choose the right type of contract for your project, balancing the risks between buyer and seller whilst motivating the seller to perform. Training Instructors for this course are successful industry practitioners with PMP® credential who will relate their contract administration experiences aligned with good industry practices.

PROGRAM OUTLINE

- Introduction to Contract Administration
 - Understanding business needs and requirements
 - Challenges in contract administration
 - Risk-focused solicitation
- Plan Contracting
 - Make-or-buy decision
 - The Contract Management Plan
 - Selecting the right type of contract
 - The Contract Statement of Work and other important documents
 - Essential contract legal principles
 - Performance based contracts
- Conduct Solicitation
 - Source selection and contract governance
 - Negotiating a contract
- Administer Contracts
 - Monitoring work performance
 - Managing contract changes, issues, and disputes
 - Contract interpretation
- Close Contracts
 - Settlements and audits
 - Administrative and contract closure

WHO SHOULD ATTEND

This 2-day course is ideal for project managers and team leaders who need a well-structured and effective, and risk-focused solicitation process to plan and administer a procurement contract.

WHAT YOU WILL LEARN

- Proven methods to manage risk throughout the procurement life cycle
- Use powerful techniques to get the real benefits of contractual acquisitions using the best type of contract for your project, balancing the risks between buyer and seller whilst motivating the seller to perform