

# Contract Management

## SUMMARY

This 2 day workshop is essential for organisations and individuals with practical issues in the formulation, administration and closure of contracts. It covers the combination of the theory and the practical application of contracts management in diverse industries within the project management environment. The workshop is based on AS4000 and is designed to provide contract management practitioners with skills and knowledge to proactively formulate, administer and close out contracts. Participants will be actively involved throughout the workshop, working on relevant case studies with group activities and discussions.

## WHO SHOULD ATTEND

This workshop is designed for project managers, procurement managers and others who work with procurement and contracts and are keen to learn the skills and knowledge to effectively manage contracts.

## QUALIFICATION PATHWAY

This workshop is aligned with the Australian Qualifications Framework (AQF) and addresses the competencies for the competency unit BSBPMG509A Manage Project Procurement as part of BSB51407 Diploma of Project Management. Following assessment, participants can gain a Certificate of Attainment in this competency unit which can lead to the Diploma of Project Management.

## COURSE OUTLINE

- Overview of the law of contracts and the 6 essential elements that make up a contract
- Procurement policies and procedures that apply in your organisation and appreciation of government procurement policy and procedure. Emphasis is placed on “value for money”, efficient, effective and ethical use of resources.
- Summary of the general conditions of a contract (focus on the AS4000 suite of contracts)
- The role of the project manager in contracts management
- Change management and how to handle variations under the contract
- Contract management tactics including contractor relationship, negotiation, payments, quality, management of documents, performance and dispute management
- Closing out a contract

## SCHEDULE & FEES

This course can be run on your site for groups of 10 or more.

## KEEPING YOUR CERTIFICATION CURRENT

Contract Management Essentials is worth 14 CPD points to participants with a current AIPM certification.