

## COURSE OVERVIEW PM0483 Project & Contracts Management Skills

### Course Title

Project & Contracts Management Skills

### Course Date/Venue

Session 1: February 04-08, 2024/Oryx Meeting Room, Doubletree By Hilton Doha- Al Sadd, Doha, Qatar

Session 2: March 03-07, 2024/Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey



### Course Reference

PM0483

### Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

### Course Description



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the project management simulators.***



This course is designed to provide participants with a detailed and up-to-date overview of project and contracts management skills. It covers the project management and the environment in which projects operate; the role of the project manager; the project integration management, project scope management, project schedule management, project cost management and project quality management; the project resource management, project communications management and project risk management; and the project procurement management, project stakeholder management and the standard for project management.



During this interactive course, participants will learn to initiate process group, plan process group and execute process group; monitor and control process group; close process group and contract management; differentiate contractors versus project managers; apply contract management and methods, procurement and administration; illustrate contract planning and strategies; develop and maintain qualified bidder's list; identify variations, damages and risk including procurement, and dispute resolution; and communicate with vendors in a professional manner.

### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on project and contracts management skills
- Discuss project management and the environment in which projects operate
- Identify the role of the project manager and carryout project integration management, project scope management, project schedule management, project cost management and project quality management
- Employ project resource management, project communications management, project risk management, project procurement management and project stakeholder management
- Explain the standard for project management including the initiating process group, planning process group and executing process group
- Illustrate monitoring and controlling process group, closing process group and contract management
- Differentiate contractors versus project managers as well as apply contract management and methods, procurement and administration
- Illustrate contract planning and strategies and develop and maintain qualified bidder's list
- Identify variations, damages and risk including procurement and dispute resolution
- Communicate with vendors in a professional manner

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

### Who Should Attend

This course provides a basic overview of all significant aspects and considerations of project and contracts management skills for managers, specialists and engineers who have project management responsibilities but with limited training or experience in this area.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Fee


Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	<b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.



### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. John Kruger** is a **Senior Projects & Contracts Manager** with over **30 years** of extensive experience. His expertise includes **Project Management, Contract Management, Contracts & Tendering, Human Resource Management, Performance Management, Technical Management, Quality Management, Productivity & Efficiency Improvements, Time Management, Financial Management, Strategic Management, Change Management, People Management, Production Management, Toolkit Management, Public Relations & Organisational Communication, Public Speaking, Social & Environmental Projects, Business Development, Psychometric Assessment and Strategic Change**. Further, his specialization covers **Train-the-Trainer, Negotiation Skills, Communication Skills, Coaching, Counselling & Mentoring, Strategic Planning, Problem Solving, Decision Making, Budgeting & Cost Control, Supply Chain Management, Operational Management, Adult Education, Turnaround and Re-Engineering Projects and Macro-Economics**.

During his career, Mr. Kruger has contributed his expertise and held prestigious positions as a **Business Analyst Manager, Business Development Manager, Project Manager, Strategic & Divisional Plan Manager, Warehouse Manager, Supply Chain Manager** as well the **Technical & Management Consultant/Instructor** for major organizations worldwide like the **Ministry of Finance (Uganda), Cybercity (Mauritius), Stock Exchange (Taiwan), Candlewick Development (USA)** and many more.

Mr. Kruger has **Bachelor's** degree in **Communications** from the **Northwest University**. He is a **Registered Assessor & Moderator** and further achieved various certificates in **Human Resource Management, Industrial Psychology Management and Advanced Leadership Programme**. Moreover, he is a **Certified Instructor/Trainer**, and a **Certified Trainer/Assessor** by the **British Institute of Leadership & Management (ILM)**.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### **Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0900	<b><i>Introduction to Project Management</i></b>
0900 – 0930	<b><i>The Environment in Which Projects Operate</i></b>
0930 – 0945	<i>Break</i>
0945 – 1030	<b><i>The Role of the Project Manager</i></b>
1030 – 1130	<b><i>Project Integration Management</i></b>
1130 – 1245	<i>Break</i>
1245 – 1320	<b><i>Project Scope Management</i></b>
1320 – 1420	<b><i>Project Schedule Management</i></b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

#### **Day 2**

0730 – 0830	<b><i>Project Cost Management</i></b>
0830 – 0930	<b><i>Project Quality Management</i></b>
0930 – 0945	<i>Break</i>
0945 – 1100	<b><i>Project Resource Management</i></b>
1100 – 1230	<b><i>Project Communications Management</i></b>
1230 – 1245	<i>Break</i>
1245 – 1320	<b><i>Project Risk Management</i></b>
1320 – 1420	<b><i>Project Procurement Management</i></b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Two</i>

#### **Day 3**

0730 – 0830	<b><i>Project Stakeholder Management</i></b>
0830 – 0930	<b><i>The Standard for Project Management</i></b>
0930 – 0945	<i>Break</i>
0945 – 1100	<b><i>Initiating Process Group</i></b>
1100 – 1230	<b><i>Planning Process Group</i></b>
1230 – 1245	<i>Break</i>
1245 – 1320	<b><i>Executing Process Group</i></b>
1320 – 1420	<b><i>Monitoring &amp; Controlling Process Group</i></b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Three</i>

#### **Day 4**

0730 – 0830	<b><i>Closing Process Group</i></b>
0830 – 0930	<b><i>Contract Management</i></b>
0930 – 0945	<i>Break</i>
0945 – 1100	<b><i>Contractors vs Project Managers</i></b>
1100 – 1230	<b><i>Contract Management &amp; Methods</i></b>

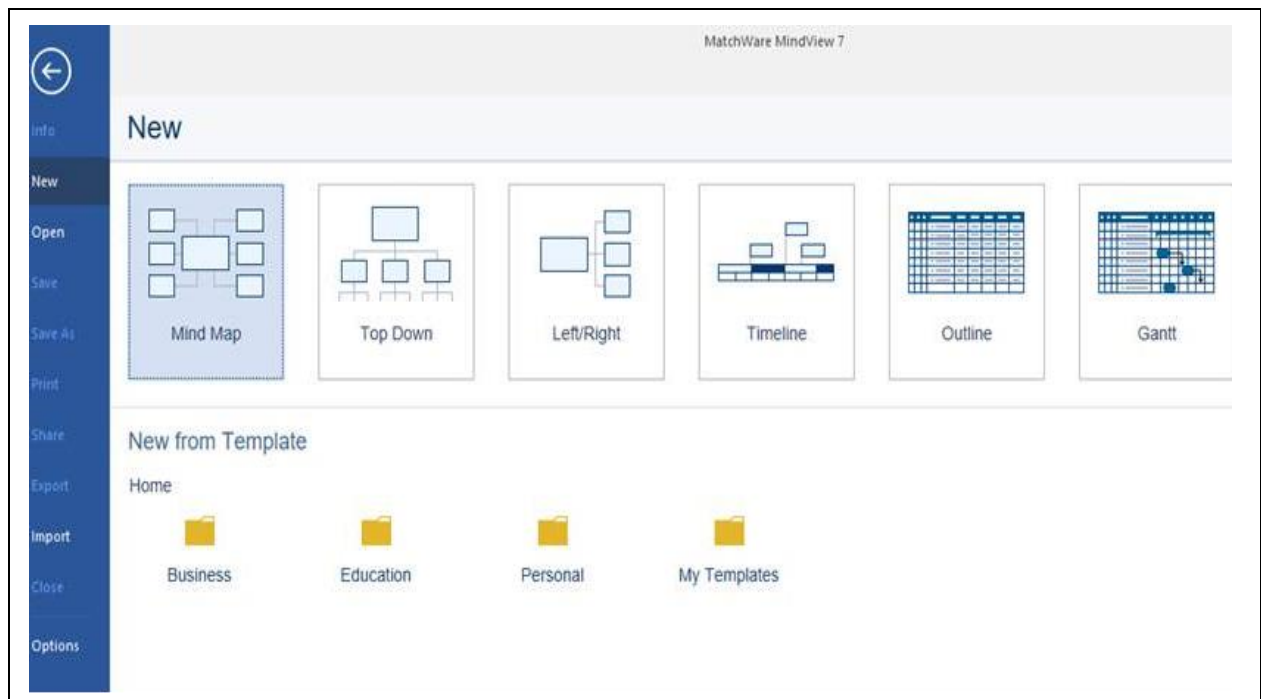
1230 – 1245	Break
1245 – 1420	<b>Procurement &amp; Administration</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four

### Day 5

0730 – 0830	<b>Contract Planning &amp; Strategies</b>
0830 – 0930	<b>Develop &amp; Maintain Qualified Bidder's List</b>
0930 – 0945	Break
0945 – 1130	<b>Variations, Damages &amp; Risk</b>
1130 – 1230	<b>Procurement &amp; Dispute Resolution</b>
1230 – 1245	Break
1245 – 1345	<b>Communications with Vendors: Communication Skills in Project Management Video</b>
1345 – 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

### **Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “ Mindview Software”.



### **Course Coordinator**

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