

THE FUNDAMENTALS OF CONTRACT MANAGEMENT



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PRACTICAL INFORMATION



Duration :
3 days (21 hours)



Dates :
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Location :
Inhouse training
Massy (France)
Remote training



Objective

- Identify the fundamentals of contract management and claims management practices
- Control the life cycle of your contract
- Identify the risks and deficiencies of the contract
- Implement the contract strategy from the project starting
- Analyse and act on the interactions between project management and contract management



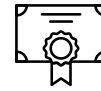
Public

- This training is intended for project managers and all persons involved in a project



Training materials

- Syllabus with training material, this training include also a case study



Learning outcomes

- At the end of this training each participant will be able to evaluate the uncertainties on the time and financial aspects..



Prerequisite

- The fundamentals of project management



Our instructors

- Our trainings are given by international experts recognized for their skills and expertise in contract management and complex project management

Day 1

Market Ownership

Types of contracts

The Offer (Contract) / Documentation Hierarchy

Legal aspects and validity of contracts

Interaction between project management & contract management

Introduction to the law of obligations / Importance of good faith

Appropriate the market / Identify the parts

Site preparation phase

Planning management (Site)

Strategic management of contracts:

- Knowing how to analyze a contract and deduce an execution strategy from it
- Contract management tools

Case studies

Methodological aspects

Management of contract risks

Contract administration

- Correspondance
- Documentary monitoring of deliverables
- Amending work, formal notices, OS
- Amendments
- Receipt and final statement

Optimize customer reporting

- Construction site logbook Minutes of meetings
- Validation of technical documents
- Monthly reporting

Control supplier and subcontractor risk

Case studies

Day 2

Claims and Dispute Management

What is a claim? When to make a claim?

The various methods of dispute resolution

How to prepare a claim

Documentation

- Analysis of claim delays
- External supports
- Reality of the damage
- Methods for costing claims

Strategy for handling a claim

How to prepare / establish a counterclaim

Claims negotiation

Case studies

Conclusion / Feedback

Day 3