



**Procurement
Australia™**

CONTRACT AND PROJECT MANAGEMENT ESSENTIALS

This course is offered in Adelaide, Melbourne and Sydney.

Building on the Contract Law Essentials course this day long program is designed to equip you with the essential knowledge and skills to maximise project objectives and deliverables and minimise losses.

Contract Management is an essential part of overall organisational delivery and failures in Contract Manager often lead to significant waste as well as not achieving the overall procurement objectives. A failure to properly and effectively manage contracts exposes your organisation to extreme risk and financial losses. This one-day intensive course provides essential, expert training for you or your whole team.

Facilitated by an experienced trainer and senior commercial lawyer, this course educates and informs business and government about essential contract management strategies and risk minimisation techniques.

This one-day intensive delivers essential contract management strategies and risk minimisation techniques for government and private sector project and contract managers.

During the day you will look at a range of issues which arise in contract management, be guided through detailed case studies and be taken step-by-step through effective resolution strategies by way of up to 10 workshops and exercises.

With this knowledge, you can ensure that contracts are managed properly from the outset and remain ahead of potential problems before they arise. You will be provided with the tools to safeguard deliverables and keep them on track at all times. You will also learn to ensure that issues such as delays and other intervening factors which invariably crop up don't compromise overall contract objectives and key outcomes.

What's covered?

The course begins with a general introduction to contract management which, among other things, will look at the different types of contracts and examine the particular characteristics of 'performance based contracts' and what sets them apart. The course will then cover the following specific contract management topics:

- Early Contract Deliverables
- Contract Management Manual
- Risk Assessment / Analysis
- Contract Payments
- Governance / Roles / Responsibilities
- Contract Claims, specifically, claims for variations, extensions of time (EOT's), delays and defects.

Continued overleaf

What you will learn

- The meaning and practical application of certain terms and conditions
- How to identify contract stakeholders and effectively manage relationships between stakeholders
- The content and conduct of effective contract meetings
- Integral aspects of claims management, the characteristics of different types of claims and how to respond to each
- An examination of the risks in terminating a contract for non-performance and recommended procedures for doing so
- How the most common contract management errors can be avoided
- General tips for more effective contract management, including foreshadowing, addressing and resolving disputes as and when they arise.

Throughout the course there will be a substantial focus on risk management, identifying sources of risk, assessing their potential impact on outcomes and formulating strategies to address and neutralise them.

Who should attend?

Managers, Directors, Government Officers and Heads of:

- assets
- commercialisation
- contracts
- finance
- procurement
- purchasing
- supply chain

Materials provided

You will be given a comprehensive set of all material used in the course including:

- full set of slides
- workshop booklet for group exercises
- a book of published articles by Scott Alden on issues covered
- sales
- projects
- business development

Your Presenter

Practising in both the private and public sector, Scott works on large strategic projects and infrastructure projects, and advises clients in relation to commercial contracts, procurement and probity.

Scott has specific expertise in government and commercial law, infrastructure projects, general contractual and legislative advice and the tendering process and commercial contracts of all kinds and sizes and for all industries.

Scott is also highly regarded in the areas of government, water, defence, public transport infrastructure (buses, trains and ferries), IT requirements, tertiary institutions (universities) and ports.

Scott is a member of the Law Council Building and Construction (Infrastructure) Committee, a guest lecturer at the University of Melbourne (Masters of Construction Law Program), past chair of the Business Law Committee of the Law Society of NSW, as well as a past Councillor of the NSW Law Society and current executive member of the Commonwealth Law Association.

Scott has delivered many popular courses for Procurement Australia including Contract Law for Non Lawyers and Unfair Contract Law - if you would like more information on this course and other law courses please contact events@procurementaustralia.com.au

Procurement Australia subsidises this cost of this course for members.

Cost \$300 + GST per person, inquire about a group discount or course delivery at your organisation.

Contact events@procurementaustralia.com.au

Morning tea, lunch and afternoon tea will be provided along with any materials required for the day.

Registration and payment <https://procurementeducation.dryfta.com/en/buy-tickets/register/tickets>

Procurement Australia

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