

aractech
Global Learning for Operational Leaders

PROJECT MANAGEMENT | PM-059

Project Procurement and Contract Management for Project Managers

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031 BP Haarlem - Netherlands.



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Course content

Why Attend

Most projects depend on external suppliers, contractors and consultants for a large share of their scope and budget. How these parties are selected, contracted and managed often determines whether a project succeeds or ends in delay and dispute.

Project managers do not need to be lawyers, but they must understand procurement strategies, contract types, commercial risk and the practical management of contracts from award to close-out.

Course Methodology

• This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes an interactive mixture of lecture-led learning, case studies, practical exercises and group discussions.

Course Objectives

• Understand core principles and best practices covered in Project Procurement and Contract Management for Project Managers.

• Apply practical techniques to day-to-day operational challenges.

• Build an implementation action plan suitable for your organization.

Target Audience

• Project and programme managers

• Procurement and contracts professionals

• Construction and engineering managers

• Commercial and cost managers



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Course outline

Detailed course outline

Day-by-day outline for Project Procurement and Contract Management for Project Managers.

Day 1 - Procurement Strategy and Planning

- 09:00-09:30 | The Role of Procurement in Projects: Make-or-buy decisions and sourcing strategies
- 09:30-10:00 | Procurement Planning: Packaging scope, timing and market analysis
- 10:00-11:00 | Delivery Models: Traditional, design and build, EPC, management contracting and alliancing
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Risk Allocation Principles: Who should carry which risks and why
- 12:00-12:30 | Procurement Governance: Approvals, transparency and ethics
- 12:30-13:00 | Public Procurement Rules: Key considerations for government projects
- 13:00-14:00 | Workshop: Develop a procurement strategy for a case study project

Day 2 - Contract Types and Tendering

- 09:00-09:34 | Contract Types: Lump sum, remeasurement, cost reimbursable and target cost
- 09:34-10:08 | Standard Forms: FIDIC, NEC and other international contract families
- 10:08-10:42 | Tender Documents: Instructions, specifications, scope and conditions
- 10:42-11:00 | Pre-Qualification: Assessing supplier capability and capacity
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Pre-Qualification: Assessing supplier capability and capacity (continued)
- 11:46-12:20 | Bid Evaluation: Technical and commercial evaluation methods
- 12:20-12:53 | Negotiation and Award: Clarifications, negotiation and contract signing
- 12:53-14:00 | Exercise: Evaluate competing bids and recommend an award



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Day 3 - Understanding Key Contract Clauses

- 09:00-09:34 | Scope and Specifications: Defining what is being bought
- 09:34-10:08 | Time Provisions: Programme, completion, extension of time and delay damages
- 10:08-10:42 | Payment Terms: Valuations, retention, advance payments and securities
- 10:42-11:00 | Quality and Acceptance: Testing, defects and warranty obligations
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Quality and Acceptance: Testing, defects and warranty obligations (continued)
- 11:46-12:20 | Liability and Insurance: Limits, indemnities and insurance requirements
- 12:20-12:53 | Termination and Suspension: Rights and procedures
- 12:53-14:00 | Case Study: Interpreting clauses in a contractual dispute

Day 4 - Contract Administration and Change

- 09:00-09:34 | Contract Administration Plan: Roles, records and communication
- 09:34-10:08 | Monitoring Performance: KPIs, progress reports and meetings
- 10:08-10:42 | Payment Management: Certifying payments and controlling cash flow
- 10:42-11:00 | Variations: Instructing, valuing and controlling changes
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Variations: Instructing, valuing and controlling changes (continued)
- 11:46-12:20 | Notices and Time Bars: Protecting contractual rights
- 12:20-12:53 | Claims Management: Preparing, assessing and responding to claims
- 12:53-14:00 | Exercise: Assess a contractor's variation and extension of time request



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Day 5 - Disputes, Relationships and Close-Out

- 09:00-09:34 | Dispute Avoidance: Early warning, collaborative behaviours and dispute boards
- 09:34-10:08 | Dispute Resolution: Negotiation, mediation, adjudication and arbitration
- 10:08-11:00 | Supplier Relationship Management: Building trust and partnership
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Supplier Relationship Management: Building trust and partnership (continued)
- 11:45-12:19 | Contract Close-Out: Final accounts, handover and release of securities
- 12:19-12:53 | Lessons Learned: Improving future procurement and contracts
- 12:53-13:27 | Ethics and Compliance: Anti-corruption and conflict of interest
- 13:27-14:00 | Capstone: Participants present a contract management plan for a major package



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Seminar dates

Available seminar dates

Live dates and pricing for Project Procurement and Contract Management for Project Managers generated from the course details page.

Date	Location	Format	Fee
4 - 8 January 2027	London	Classroom	**€2,815**
11 - 15 January 2027	Cape Town	Classroom	**€1,895**
18 - 22 January 2027	Berlin	Classroom	**€3,400**
25 - 29 January 2027	Dubai	Classroom	**€2,745**
1 - 5 February 2027	Barcelona	Classroom	**€2,175**
8 - 12 February 2027	Cape Town	Classroom	**€1,895**
15 - 19 February 2027	Frankfurt	Classroom	**€2,215**
22 - 26 February 2027	Stockholm	Classroom	**€3,400**
1 - 5 March 2027	Kuala lumpur	Classroom	**€2,425**
8 - 12 March 2027	Malmo	Classroom	**€3,400**



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Date	Location	Format	Fee
15 - 19 March 2027	Istanbul	Classroom	**€2,250**
22 - 26 March 2027	Dubai	Classroom	**€2,745**
5 - 9 April 2027	Cape Town	Classroom	**€1,895**
12 - 16 April 2027	Paris	Classroom	**€2,210**
19 - 23 April 2027	Dubai	Classroom	**€2,745**
26 - 30 April 2027	Amsterdam	Classroom	**€2,415**
3 - 7 May 2027	Dubai	Classroom	**€2,745**
10 - 14 May 2027	London	Classroom	**€2,815**
17 - 21 May 2027	Cape Town	Classroom	**€1,895**
24 - 28 May 2027	Copenhagen	Classroom	**€3,400**



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7 - 11 June 2027	Dubai	Classroom	**€2,745**
14 - 18 June 2027	Barcelona	Classroom	**€2,175**
21 - 25 June 2027	Cape Town	Classroom	**€1,895**
5 - 9 July 2027	Frankfurt	Classroom	**€2,215**
12 - 16 July 2027	Dubai	Classroom	**€2,745**
19 - 23 July 2027	Kuala lumpur	Classroom	**€2,425**
26 - 30 July 2027	Oslo	Classroom	**€4,200**
2 - 6 August 2027	Dublin	Classroom	**€3,360**
9 - 13 August 2027	Dubai	Classroom	**€2,745**
16 - 20 August 2027	Cape Town	Classroom	**€1,895**



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23 - 27 August 2027	Paris	Classroom	**€2,210**
6 - 10 September 2027	Dubai	Classroom	**€2,745**
13 - 17 September 2027	Amsterdam	Classroom	**€2,415**
20 - 24 September 2027	Dubai	Classroom	**€2,745**
4 - 8 October 2027	London	Classroom	**€2,815**
11 - 15 October 2027	Cape Town	Classroom	**€1,895**
18 - 22 October 2027	Istanbul	Classroom	**€2,250**
25 - 29 October 2027	Dubai	Classroom	**€2,745**
1 - 5 November 2027	Manchester	Classroom	**€3,360**
8 - 12 November 2027	Cape Town	Classroom	**€1,895**



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22 - 26 November 2027	Dubai	Classroom	**€2,745**
6 - 10 December 2027	Kuala lumpur	Classroom	**€2,425**
13 - 17 December 2027	Liverpool	Classroom	**€3,360**
20 - 24 December 2027	Istanbul	Classroom	**€2,250**
27 - 31 December 2027	Dubai	Classroom	**€2,745**
4 - 8 January 2027	Online / Live	Online / Live	**€1,515**
11 - 15 January 2027	Online / Live	Online / Live	**€1,515**
18 - 22 January 2027	Online / Live	Online / Live	**€1,515**
25 - 29 January 2027	Online / Live	Online / Live	**€1,515**



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1 - 5 February 2027	Online / Live	Online / Live	**€1,515**
8 - 12 February 2027	Online / Live	Online / Live	**€1,515**
15 - 19 February 2027	Online / Live	Online / Live	**€1,515**
22 - 26 February 2027	Online / Live	Online / Live	**€1,515**
1 - 5 March 2027	Online / Live	Online / Live	**€1,515**
8 - 12 March 2027	Online / Live	Online / Live	**€1,515**
15 - 19 March 2027	Online / Live	Online / Live	**€1,515**
22 - 26 March 2027	Online / Live	Online / Live	**€1,515**
5 - 9 April 2027	Online / Live	Online / Live	**€1,515**
12 - 16 April 2027	Online / Live	Online / Live	**€1,515**



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26 - 30 April 2027	Online / Live	Online / Live	**€1,515**
3 - 7 May 2027	Online / Live	Online / Live	**€1,515**
10 - 14 May 2027	Online / Live	Online / Live	**€1,515**
17 - 21 May 2027	Online / Live	Online / Live	**€1,515**
24 - 28 May 2027	Online / Live	Online / Live	**€1,515**
7 - 11 June 2027	Online / Live	Online / Live	**€1,515**
14 - 18 June 2027	Online / Live	Online / Live	**€1,515**
21 - 25 June 2027	Online / Live	Online / Live	**€1,515**
5 - 9 July 2027	Online / Live	Online / Live	**€1,515**



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19 - 23 July 2027	Online / Live	Online / Live	**€1,515**
26 - 30 July 2027	Online / Live	Online / Live	**€1,515**
2 - 6 August 2027	Online / Live	Online / Live	**€1,515**
9 - 13 August 2027	Online / Live	Online / Live	**€1,515**
16 - 20 August 2027	Online / Live	Online / Live	**€1,515**
23 - 27 August 2027	Online / Live	Online / Live	**€1,515**
6 - 10 September 2027	Online / Live	Online / Live	**€1,515**
13 - 17 September 2027	Online / Live	Online / Live	**€1,515**
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25 - 29 October 2027	Online / Live	Online / Live	**€1,515**
1 - 5 November 2027	Online / Live	Online / Live	**€1,515**
8 - 12 November 2027	Online / Live	Online / Live	**€1,515**
15 - 19 November 2027	Online / Live	Online / Live	**€1,515**
22 - 26 November 2027	Online / Live	Online / Live	**€1,515**
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