



# Institute for Capacity Development (ICD)

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## Project Administration and Contract Management

### Course Objectives

On completion of the course participants should be able to:

- Identify needs and design projects
- Understand project cycles and identify such cycles in specific projects
- Formulate, monitor and evaluate projects
- Apply tools for project control and evaluation
- Identify and list resources required to manage projects effectively
- Apply the skills and techniques necessary to manage project risk
- Setup and administer contract control systems including document control, contract registers, cost control (including contract claims and variations)

### Targeted groups

- Project Directors
- Project managers
- Program and Project Management Office (PMO) support staff
- Quality control inspectors
- Management analysts
- Management auditors
- Programme coordinators

### Course Outline

- General Management Principles and Skills
- Overview of Project Cycle management
- Project identification
- Problem identification and analysis
- Situational and problem analysis
- Designing the project
- Planning the project implementation
- Project cycle management
- Planning the Project Work Scope
- Risk and Project Failure
- Project Risk Response Planning and Control

- Developing Project and Program Schedules
- Estimating Time, Resources, and Cost
- Planning For Project and Program Control
- Tender Preparation, Evaluation and Award
- The Contract What constitutes a Contract
- Relationship Contracting & Forms of Contract
- The main players involved in a Contract and their roles
- Key terms in a Contract & a brief tour of a Contract and its clauses
- Obligations and liabilities
- Contract Administration & Procedures Identification & management of risks & opportunities
- The Win / Win technique
- Indemnity / Insurance requirements
- Securities / Performance Guarantees
- Authorisation Levels
- Tracking Costs & status of Claims for Variation
- Process of review & evaluation
- Programming & Progress Monitoring Work Schedules
- Site Meetings
- Extension of Time Claims for Extension of Time
- Process for review & evaluation inconsideration of the Project Work Schedule
- How KPIs are developed & managed to ensure optimum Contract performance
- Contract Reporting Tracking & reporting status of Variations
- Tracking & reporting potential liability resulting from claims for Variation
- Tracking status of extension of time & potential costs.
- Evaluating & projecting changes to Project Work Schedule & Completion Date
- Quality Assurance Plan
- Breach of Contract
- Liquidated damages
- Monitoring and Evaluation
- Arbitration / Mediation / Dispute Resolution
- Documentation and Report Presentation
- Managing Project success and failure factors
- Tools for project closure
- Contract Close Out
- Database Management
- Action Planning

Dates: 15<sup>th</sup> – 26<sup>th</sup> January 2018

Duration: 2 Weeks

Course Costs: US\$3150/delegate

Venue: Pretoria, RSA