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Course Name

Certified Contract Manager

Sector Name
Project & Contract Management

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Course Introduction

In this course, delegates will understand the structured process of how to build a marketing plan customized for their situation. They will find out how marketing planning works and how they should document their ideas in a marketing plan.

They will become competent in developing a marketing plan by going through a number of stages of the marketing planning process. They will work with practical checklists at each stage that enable them to formulate the right questions.

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Target Audience

Those involved in any aspect of preparing, implementing, managing, or administering contracts who are committed to proving their dedication to their professional growth.

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Learning Objectives

- ✓ How to analyze the external and internal environment;
- ✓ What segments of the market to target and how to choose a proper positioning
- ✓ How to set marketing and financial objectives
- ✓ How to decide on strategies for products, pricing, channels, and communication
- ✓ What sales forecasting technique to use

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Course Outline

✓ Day 01

Principles of Contracts

- ✓ Defining a Contract
- ✓ Elements of a Contract
- ✓ Express and Implied Contracts
- ✓ Problems in Preparing and Managing Contracts

Contract Preparation

- ✓ Stages of Contract Preparation and Management
- ✓ Contract Provisions
- ✓ Evaluation of Internal and External Resources
- ✓ Contracting Methods
- ✓ Developing Scope of Work
- ✓ Problems with Badly Written Scope of Work
- ✓ Evaluation Criteria (Musts and Wants)
- ✓ Terms and Conditions

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Course Outline

✓ Day 02

Contract Types and Strategies

- ✓ One or Several Contracts
- ✓ Fixed Price Contracts
- ✓ Cost Reimbursable Contracts
- ✓ Time and Material Contracts
- ✓ Incentive Terms
- ✓ Payment Terms
- ✓ Bonds and Retention

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Course Outline

✓ Day 03

The Tendering Stage

- ✓ Alternative to Tendering
- ✓ Objectives of Tendering
- ✓ Tendering Procedures
- ✓ Evaluation of Bidders
- ✓ Pre-Qualification Criteria
- ✓ Invitation to Tender
- ✓ Receipt and Opening of Bids
- ✓ Tender Evaluation
- ✓ Role of Tender Evaluation Committees
- ✓ Different Pricing Methods
- ✓ Whole Life Cost
- ✓ Value for Money
- ✓ Online Reverse Auction

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Course Outline

✓ Day 04

Contract Administration

- ✓ Purpose of Contract Administration
- ✓ Aspects to Manage
- ✓ Contract Administration Tools
- ✓ Documents Needed to Administer a Contract
- ✓ Role of Contract Administrator/Focal Point(s)

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Course Outline

✓ Day 05

Claims and Variation Orders

- ✓ Breach of Contract
- ✓ Damages
- ✓ Force Majeure
- ✓ Changes and Modifications
- ✓ Lessons Learned
- ✓ Alternative Dispute Resolution
- ✓ Negotiation
- ✓ Mediation
- ✓ Arbitration
- ✓ Litigation

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 10, 2027	Jan. 14, 2027	5 days	4250.00 $	KSA , Dammam
May 10, 2027	May 14, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Aug. 16, 2027	Aug. 20, 2027	5 days	4950.00 $	Spain , Barcelona
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 $	UAE , Dubai

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