



Consulting and Training | Reach New Heights

Course Name

The Contracts & Project Management MBA

Sector Name

Project & Contract Management

Document Type

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The Contracts & Project Management MBA

Course Introduction

World-class organisations understand well the benefits of lower total cost and higher productivity resulting from mastering best practices in the important phases of project and contract management. With a focus on the best practices for processes, methods, and techniques, this Contracts & Project Management MBA training seminar will make a great contribution to the skill sets of those involved in contracts and projects.

This training seminar provides both strategic and practical insights into:

- ✓ Preparing and administering both the project plan and the contract
- ✓ Critical contractor selection & contractor negotiations
- ✓ Identifying and analyzing project and contract risk
- ✓ Selecting and leading project and contract teams
- ✓ Setting and Measuring Project and Contractor Performance Goals

The training seminar is split into two modules:

- ✓ **MODULE I** - Mastering Project Management

✓ **MODULE II** - Mastering Contracts Management The Oxford 5-Day
MBA

Each module is structured and can be taken as a stand-alone training course; however, delegates will maximise their benefits by taking Modules 1 and 2 back-to-back as a two-week training course.

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Target Audience

- ✓ Contracts Management Professionals
- ✓ Project Management Professionals
- ✓ Tendering, Purchasing, Contract Administration Professionals and Personnel
- ✓ Engineering, Operational, Finance, and Maintenance Professionals

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Learning Objectives

- ✓ Knowing your outcomes before you start a project
- ✓ Dealing with volatile materials pricing
- ✓ Discussing the importance of planning and how to manage the Planning Process
- ✓ Learning about contract types and how they transfer risk
- ✓ Defining and how to take massive action
- ✓ Exploring the various pricing models used in preparing proposals
- ✓ Methods for keeping the team focused on the delivery goal
- ✓ Developing negotiation skill sets to achieve the organisation's objectives
- ✓ How to set up and operate the disciplines required to monitor and control projects
- ✓ Understanding important aspects of contractor price and cost analysis

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Course Outline

✓ Day 01

Introduction to Projects

- ✓ What is a Project?
- ✓ Benefits of Project Management
- ✓ Why do some Projects fail, Project Creep?
- ✓ The Business Case - Its importance and relevance
- ✓ Developing a clear Project Scope and Objectives
- ✓ Leadership in Projects - What does it mean to you?
- ✓ Stakeholder Management - The first stage of risk assessment

Scoping and Laying the Foundations

- ✓ Project Financial Evaluation: How is it done?
- ✓ Project Cash Flow
- ✓ Building the Project Management Team
- ✓ Important Team Dynamics
- ✓ Breaking the Project into its Main Components
- ✓ How to assess Project Risk?
- ✓ Risk Management - ensuring your practice prevention
- ✓ Components of Project Cost

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Course Outline

✓ Day 02

Monitoring and Controlling Projects

- ✓ Developing your Project Plan using a robust planning process
- ✓ Effective Planning and Project Control
- ✓ Tracking, you are still delivering the Project data information
- ✓ Project Scheduling
- ✓ Project Control and Earned Value Management
- ✓ How to Manage Conflict in Your Project

Organising for Success and Gaining & Maintaining Commitment

- ✓ Project Communications
- ✓ Meeting Skills
- ✓ Keys to Reducing Tensions
- ✓ The Project Support Office
- ✓ Project Negotiations Tactics
- ✓ What are the key skill areas needed?

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Course Outline

✓ Day 03

Staying Focused, Delivering, and Closing Your Project

- ✓ An Introduction to Creative Thinking
- ✓ Formally Closing the Project
- ✓ Lessons Learned and Creating a Learning Culture
- ✓ Reducing Waste and Unnecessary Work

Module II - Mastering Contracts Management: The Oxford 5-Day MBA

- ✓ Good Contracting and Procurement Practice
- ✓ Elements of a Good Contracting and Procurement Process
- ✓ Cost and Pricing
- ✓ Cost Analysis
- ✓ Allocating Overheads
- ✓ What is a Fair Profit?
- ✓ Pricing Models

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Course Outline

✓ Day 04

Contract Types and Payments

- ✓ Managing Risk
- ✓ Contract Risk Sharing Continuum
- ✓ Implications of Contract Types
- ✓ Fixed Price and Cost-Reimbursement Contracts
- ✓ Innovative Contract Types
- ✓ Economic Price Adjustment Clauses
- ✓ Invoices and Payments
- ✓ Parties to the Letter of Credit

Source Selection and Contract Development

- ✓ Processes for Source Qualification
- ✓ Developing Pre-qualification and Tendering Criteria
- ✓ Rules for Drafting the Contract
- ✓ Terms & Conditions
- ✓ Forming the Contract
- ✓ Use of Performance-Based Contracting

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Course Outline

✓ Day 05

Contract Negotiations

- ✓ Role of Negotiation
- ✓ Negotiation—What Is It?
- ✓ Characteristics of a Good Negotiator
- ✓ Basic Rules of Negotiation, Part 1 - A Quote is never a concrete number
- ✓ Basic Rules of Negotiation, Part 2 - The Best Prepared Wins
- ✓ Basic Rules of Negotiation, Part 3 - Have many issues and a BATNA
- ✓ Negotiation Tactics

Contract Administration and Close Out

- ✓ Post Award Functions - Overview and Responsibilities
- ✓ Contract Administration Duties
- ✓ Scope of Work Variations
- ✓ Contract Disputes
- ✓ Termination
- ✓ Contract Close-Out

The Contracts & Project Management MBA

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 24, 2026	Aug. 28, 2026	5 days	5950.00 \$	USA , Los Angeles
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai
Jan. 10, 2027	Jan. 14, 2027	5 days	4250.00 \$	KSA , Riyadh

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