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**Course Name**

# The Contracts and Project Management Mini MBA

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**Sector Name**

Project & Contract Management

**Document Type**

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## The Contracts and Project Management Mini MBA

### Course Introduction

Highly esteemed organizations deeply grasp the advantages derived from proficiently mastering optimal approaches in pivotal stages of project and contract management, leading to reduced overall costs and heightened productivity. By honing in on superior processes, methodologies, and techniques, the Contracts & Project Management MBA training workshop will significantly enhance the skill sets of individuals engaged in project and contract endeavors.

This training course is designed to provide the strategic and pragmatic perspectives, encompassing areas such as project and contract preparation, administration, risk analysis, contractor selection, negotiation, team leadership, and performance assessment, both fortifying strategic insights and practical proficiencies for participants.

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## The Contracts and Project Management Mini MBA

### Target Audience

- ✓ Project Manager
- ✓ Business Administrator
- ✓ Marketing Coordinator
- ✓ Account Executive
- ✓ Chief Operating Officer
- ✓ Operations Manager
- ✓ Executive Administrative
- ✓ Risk Manager
- ✓ Program Manager
- ✓ Business Analyst
- ✓ Quality Control Coordinator
- ✓ Assistant Manager
- ✓ Team Leader
- ✓ Senior Supervisors
- ✓ Researcher
- ✓ Entrepreneur
- ✓ Management Consultant
- ✓ Public Relations Director

## The Contracts and Project Management Mini MBA

### Learning Objectives

- ✓ Establish clear project outcomes prior to commencement.
- ✓ Manage the challenges associated with fluctuating materials prices.
- ✓ Analyze the significance of effective planning and implementing planning procedures adeptly.
- ✓ Gain insights into different contract types and their role in risk allocation.
- ✓ Define and implement strategies for impactful and decisive action.
- ✓ Investigate diverse pricing models employed in proposal preparation.
- ✓ Employ techniques to maintain team alignment towards project delivery goals.
- ✓ Cultivate negotiation skills for achieving organizational objectives.
- ✓ Establish and operationalize the essential elements for project monitoring and control.
- ✓ Comprehend key aspects of contractor price and cost analysis.

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## The Contracts and Project Management Mini MBA

### Course Outline

#### ✓ Day 01

##### **Introduction to Project Management**

- ✓ 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?

## The Contracts and Project Management Mini MBA

### 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

## The Contracts and Project Management Mini MBA

### 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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#### ✓ 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

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## The Contracts and Project Management Mini MBA

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Dubai
June 8, 2026	June 12, 2026	5 days	4950.00 \$	Spain , Madrid
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Riyadh

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