

# CPCM - Certified Practitioner in Contract Management

**Introduction:** Acquiring high level skills, knowledge and techniques through the international recognized approach and practice of Project management. This unique programme takes you through the very basics of becoming Chartered Project management Professional, irrespective of your field of expertise. It also facilitates the effective management of projects, balancing the effects of time, cost, quality and stakeholders.

**Programme Description:** This course is based primary on the Project Management Body of Knowledge (PMBOK Guide) standard and certification processes. It is a comprehensive course that will assist individual in preparing for the CPMP- CIPM and PMP- PMI certifications.

**Target Participant:** This course is designed for Experienced Project Manager, Senior and Middle-level Management, Investment Experts, Management Trainers, Supervisors, Team Member, Graduate Student and all who want to increase their earning level and their project management skills.

**Duration:** 3 Months    **Application Form:** £20 GBP    **Course Fee:** £250 GBP

**Package Covers:** Copy of the PMBOK Guide 4<sup>th</sup> Edition, Training Manual, Practical Project Management Questions and Answer Test and Certificate.

**Method of Studies:** Online or Distance learning

**Methods of Assessment:** Coursework, Assignments, Thesis & Case study analysis only

**Awarding Body:**

Chartered Institute Project Management. in partnership with the prestigious West Coast University, Panama (**CPCM - Certified Practitioner in Contract Management**)

**Recognitions:** All programmes are approved and accepted for further progression by the followings:

- West Coast University, Panama, Central America. [www.westcoastuniversity.edu.pa](http://www.westcoastuniversity.edu.pa)
- Chartered Institute of Project Management. [www.cipmglobal.org](http://www.cipmglobal.org)
- Chartered Institute of Supply Chain Management. [www.ciscmgh.org](http://www.ciscmgh.org)
- College of Supply Chain Management, United kingdom, [www.coscm-ng.org](http://www.coscm-ng.org)

## Entry Qualifications:

- Applicants should possess a minimum qualification of a Diploma, Advance Diploma, HND, Bachelors, Masters Degree holders or its equivalent in any field of studies.
- Professional qualifications, e.g., PMI, APM, ICM, BCS, ILM, IAM, CIMA, ACCA, CIM, LCM.etc.
- Matured students with not less than 10 years working experience in team management and supervisory duties.

## Learn how to approach contracts to ensure project success.

### This Course is perfect for:

- Learning how to get what you want from a purchasing situation
- Getting to grips with how different types of contracts affect your projects

### You Will Learn to:

- Identify contract components and understand the process from start to finish
- Select the right contract type for your project
- Decipher contract legalese
- Choose the offer that will result in the best value for the buyer
- Agree on objectives, requirements, plans, and specifications
- Negotiate favourable terms and make revisions to the contract
- Apply the rules of contract interpretation in project disputes
- Administer contracts appropriately and know when and how to terminate before or upon completion

### Course Overview

The environment in which contracts are being developed is becoming increasingly complex. Professionals involved in the world of contracts must be able to work effectively with customers, contractors and subcontractors to achieve key organisational objectives. Learn what actions can be taken to help ensure contractors and subcontractors perform as required under contract. Discover how effective contract negotiation and administration can ensure project success. Through case studies and role play, you will gain a solid understanding of the contracting process and how to create an advantage – whether you are on the buyer or the seller's side.

### Course Outlines

1. **Understanding the Contract Management Process**
  1. Contract management definition
  2. Description and uses of contracts
  3. Buyer and seller perspectives
  4. Contract management and the *PMBOK® Guide*

## **2. Teamwork – Roles and Responsibilities**

1. Concepts of agency
2. Types of authority
3. Privity of contract
4. Contractor personnel

## **3. Concepts and Principles of Contract Law**

1. Mandatory elements of a legally enforceable contract
2. Terms and conditions
3. Remedies
4. Interpreting contract provisions

## **4. Contracting Methods**

1. Contracting methods—competitive and noncompetitive
2. Purchase cards, imprest funds or petty cash
3. Sealed bidding, two-step sealed bidding, competitive negotiation, and competitive proposals
4. Reverse auctions
5. Purchase agreements vs. contracts
6. Single-source negotiation vs. sole-source negotiation

## **5. Developing Contract Pricing Agreements**

1. Uncertainty and risk in contract pricing
2. Categories and types of contracts
  - Incentive
  - Fixed-price
  - Time and materials
  - Cost-reimbursement
3. Selecting contract types

## **6. Pre-Award Phase**

1. Buyer Activities: plan purchases and acquisitions, plan contracting, request seller response
2. Seller activities: presales, bid/no-bid decision, bid proposal preparation
3. Understanding the *PMBOK® Guide*

## **7. Award Phase**

1. Source selection process
2. Selection criteria: management, technical, and price criteria
3. Evaluation standards
4. Evaluation procedures
5. Negotiation objectives
6. Negotiating a contract
7. Tactics and counter tactics (buyers vs. sellers)
8. Document agreement or walk away

## **8. Contract Administration**

1. Key contract administration policies
2. Continued communication
3. Tasks for buyers and sellers
4. Contract analysis
5. Performance and progress

6. Records, files, and documentation
7. Managing change
8. Resolving claims and disputes
9. Termination