The Complete Course on Project Management Training

Description

Introduction

This intensive 10-day course offers complete guidance for managing all types of projects that include the complexity of commercial and business relationships. The course explores how to ensure projects deliver outcomes which are client-focused, contractually appropriate and organizationally relevant.

www.acculearn.co.uk

This course covers key aspects of project definition, planning, control and handover to ensure relevant quality within time, budget and resource constraints. It explores in detail what a contract does (and does not) require each party to the contract to do, and the consequences for both parties of any failure. It also tackles team leadership, stakeholder management and project communication.

This course will feature:

- Introduction to the world of contracts and project management
- Project definition, planning & control, leadership, stakeholder management & communication
- Differences in approach between different legal & contracting systems
- Risk allocation in contract management & dispute resolution in contractual disputes
- Protecting your company’s interests when contracting in an international context

Objectives

- Develop project plans focused on delivering sustainable benefits
- Lead project teams in the use of contracts and delivery of projects
- Manage relationships with project stakeholders and contractual partners
- Improve their understanding of the role of contracts within a business
- Apply the latest international thinking in dispute resolution

Content

Day One

What are contracts and how are they created?

- The need for contractual relationships
- What is needed to create a valid contract? Ingredients and formalities
- Authority and agency
- The tender process
- Alternative sourcing
- Making contracts enforceable – with particular emphasis on the international context

Day Two

The Structure of contracts

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different contractual structures ?Traditional and new
- Risk and Title (ownership) in international trade. When does it transfer?
- Notices and other formalities
- Which law and which courts?

Day Three

Collateral documents

www.acculearn.co.uk

- Securitising performance obligations
- Bonds and guarantees
- Parent company guarantees
- Letters of intent, comfort or awareness
- Insurance policies
- Assessing the need for financial security

Day Four

Change and variation

- Changes to Contract documents
- Assignment/Novation explained and distinguished
- Variation clauses and changes to the scope of work
- Claims – what they are, and how they arise
- Delay and disruption
- Force majeure

Day Five

Resolving Disputes

- Conflict avoidance and tiered dispute resolution clauses
- Negotiation

- Litigation
- Arbitration
- Mediation, ENE and new best practices in dispute resolution and management
- Final questions and review of course

Day Six

The World of Project Management

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

Day Seven

Project Planning, Scheduling and Budgeting

- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control

www.acculearn.co.uk

Day Eight

Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

Day Nine

The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

Day Ten

Project Evaluation, Reporting, Closure and Hand-over

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture

www.acculearn.co.uk