

MESLI
CONSULTING

THE FUNDAMENTALS OF CONTRACT MANAGEMENT



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ORACLE
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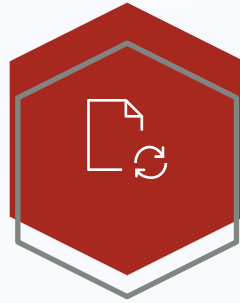
TRAINING ORGANIZATION REGISTERED UNDER N° 11 91 06522 91

36 RUE VICTOR BASCH – 91300 MASSY - FRANCE



Objective

Identify the fundamentals of contract management and claims management practices, control the life cycle of your contract, identify the risks and deficiencies of the contract, implement the contract strategy from the project starting, analyse and act on the interactions between project management and contract management.



Learning outcomes

At the end of this training, each participant will be able to contribute to good contract management practices.



Public

This training is intended for project managers and all persons involved in a project.



Prerequisite

The fundamentals of project management.



Training materials

Syllabus with training material, this training include also a case study



Our instructors

Our trainings are given by international experts recognized for their skills and expertise in contract management and complex project management.

PRACTICAL INFORMATION



Duration :
3 days+ 21 hours



Dates:
Contact us
+33 1 69 81 95 92



Location :
Inhouse training
Brussels – Antwerp (Belgium)
Massy (France)

Market Ownership

Types of contracts

The Offer (Contract) / Documentation Hierarchy

Legal aspects and validity of contracts

Interaction between project management & contract management

Introduction to the law of obligations / Importance of good faith

Appropriate the market / Identify the parts

Site preparation phase

Planning management (Site)

Strategic management of contracts:

- Knowing how to analyze a contract and deduce an execution strategy from it
- Contract management tools

Case studies



DAY 1

Methodological aspects

Management of contract risks

Contract administration

- Correspondance
- Documentary monitoring of deliverables
- Amending work, formal notices, OS
- Amendments
- Receipt and final statement

Optimize customer reporting

- Construction site logbook
- Minutes of meetings
- Validation of technical documents
- Monthly reporting

Control supplier and subcontractor risk

Case studies



DAY 2

Claims and Dispute Management

What is a claim? When to make a claim?

The various methods of dispute resolution

How to prepare a claim

Documentation

- Analysis of claim delays
- External supports
- Reality of the damage
- Methods for costing claims

Strategy for handling a claim

How to prepare / establish a counterclaim

Claims negotiation

Case studies

Conclusion / Feedback



DAY 3