

COURSE OVERVIEW CM0179-10D
Contracts & Project Management

Course Title

Contracts & Project Management

Course Date/Venue

April 06-17, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

CM0179-10D

Course Duration/Credits

Ten days/6.0 CEUs/60 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Contracts & Project Management. It covers the importance of project management and the role of a project manager in contracts; the importance of setting clear objectives, key stakeholders and their expectations and aligning project outcomes with business goals; the project lifecycle and phases and legal and ethical considerations in contracts; the contract types covering fixed-price contracts, cost-reimbursable contracts, time and materials contracts and hybrid and innovative contract types; how contract types transfer risk and contract negotiation strategies; and the contract award and procurement process.



Further, the course will also discuss the importance of project planning, work breakdown structure (WBS), schedule techniques and tools and managing changes in project plans; executing strategies for project success, setting clear and ambitious goals, overcoming obstacles and decision paralysis and motivating teams for high performance; ensuring team focus on the delivery goal and the importance of documentation in contracts and types of project reports and their purposes; the various pricing models, contractor price and cost analysis; dealing with volatile material pricing; and the financial planning and budgeting for projects.



During this interactive course, participants will learn how to identify and assess project risks and risk mitigation strategies in contracts; the contract compliance and regulatory requirements; the claims management, dispute resolution, negotiation in contracts and stakeholder and vendor negotiations; the contract amendment and renegotiation and the psychology of negotiation and influence; setting up project control mechanisms and earned value management (EVM) for project tracking; the performance measurement techniques in contracts; managing multiple projects simultaneously and handling schedule and budget variances; the most common reasons projects fail, strategies for proactive risk mitigation and creating a culture of continuous improvement; the real-world negotiation scenarios and cost-benefit analysis in contract decisions; and the ethics and legal challenges in contracts.

Course Objectives

Upon the successful completion of this course, each participant will be able to: -

- Apply and gain an in-depth knowledge on contracts and project management
- Discuss the importance of project management and the role of a project manager in contracts
- Explain the importance of setting clear objectives, identify key stakeholders and their expectations and align project outcomes with business goals
- Illustrate project lifecycle and phases and explain legal and ethical considerations in contracts
- Recognize contract types covering fixed-price contracts, cost-reimbursable contracts, time and materials contracts and hybrid and innovative contract types
- Identify how contract types transfer risk and apply contract negotiation strategies, contract award and procurement process
- Discuss the importance of project planning, develop a work breakdown structure (WBS), apply schedule techniques and tools and manage changes in project plans
- Carryout execution strategies for project success, setting clear and ambitious goals, overcoming obstacles and decision paralysis and motivate teams for high performance
- Ensure team focus on the delivery goal and explain the importance of documentation in contracts and types of project reports and their purposes
- Illustrate various pricing models, apply contractor price and cost analysis, deal with volatile material pricing and carryout financial planning and budgeting for projects
- Identify and assess project risks and employ risk mitigation strategies in contracts, contract compliance and regulatory requirements
- Apply claims management, dispute resolution, negotiation in contracts and stakeholder and vendor negotiations
- Carryout contract amendment and renegotiation and discuss the psychology of negotiation and influence
- Set-up project control mechanisms and apply earned value management (EVM) for project tracking and performance measurement techniques in contracts

- Manage multiple projects simultaneously and handle schedule and budget variances
- Identify the most common reasons projects fail, apply strategies for proactive risk mitigation and create a culture of continuous improvement
- Analyze real-world negotiation scenarios and discuss cost-benefit analysis in contract decisions as well as ethics and legal challenges in contracts

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of contracts and project management for project managers, contract managers and administrators, procurement managers, legal professionals in contract law, construction managers, business owners and entrepreneurs, operations managers, finance managers, risk managers, stakeholders and senior executives, supply chain and logistics managers, consultants and advisors and those who involved in managing, executing, or overseeing projects and contracts in various industries.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

US\$ 10,000 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.
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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **6.0 CEUs** (Continuing Education Units) or **60 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Drag Zic is a **Senior Project & Contracts Management Consultant** with over **30 years** of extensive experience. His expertise mainly covers **Project & Contract Management, Project Management, Planning, Cost-Reimbursable Contracts, Contract Planning & Administration, Contract Preparation, Tendering & Bids Evaluation, Contract & Vendor Management, Contract Management, International Contracting, Contract Management & Claims Negotiation Skills, Effective Contract Risk Management, Contract Administration, Contract Cost and Price Analysis, Lease Contract Administration, Procurement & Contracts Management, Advanced Contracts Management, Strategies for Managing Material Price Fluctuations, Project Management Essentials, Advanced Project Management, Project Reporting, Best Practices for Managing Multiple Projects, Document Management, Record Management, Leadership & Business, Performance Management, Customer Service Management, Quality Management, Risk Management, Data Management Systems, R&D, Research Management, Leading Effective Meetings, Leadership & Business, Presentation Skills, Decision Making Skills, Communication Skills, Negotiation Skills, Coaching & Mentoring, Performance Management, Customer Service Management, Critical Thinking & Creativity, Quality Management and Risk Management.** Further, he is well-versed in Analytical & Chemical Laboratory Management, Statistical Analysis of Laboratory Data, Statistical Method Validation & Laboratory Auditing, Sample Development & Preparation in Analytical Laboratory, Data Analysis Techniques, Laboratory Quality Management (ISO 17025), Applied Research & Technology, Basic Geology, Quality Assurance Assessment, Quantified Risk Assessment (QRA) as well as in Seismic Monitoring Systems, Seismological Software (4di, Xmts, OptiNet and ErrMap), Data Analysis, Rock Mass Stability Analysis, Seismic Budget Planning & Productivity Improvement Analysis, HazMap, ISO Standards as well as Balance Scorecard. He is currently the **Director & Principal Consultant of DRAMI** wherein he is responsible in formulating and executing the plans for applied research and technology transfer.

During Mr. Zic's career life, he had occupied several significant positions as the **Project Manager, Contract Manager, Programme Manager, Safety & Engineering Manager, Rock Engineering Manager, Laboratory Manager** and **Mine Seismologist** with different international companies.

Mr. Zic is a **Professional Natural Scientist**, has a **Bachelor** degree in **Geology**, a **Diploma** in **Management Development Programme** and currently enrolled for **Phd** in **Wits University**. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and an active member of various professional engineering bodies internationally like the **European Geosciences Union (EGU)**, the **Canadian Institute of Mining (CIM)**, the **Project Management South Africa (PSMA)**, the **European Association of Geoscientists and Engineers (EAGE)**, the **South African Council for Natural Scientific Professions (SACNASP)**, the **International Society for Rock Mechanics (ISRM)** and the **South African Geophysical Association (SAGA)**. He has further delivered numerous trainings, workshops, conferences and seminars internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 06th of April 2025

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	<i>Understanding the Fundamentals of Project Management</i> <i>Definition and Importance of Project Management • Key Project Management Methodologies (Waterfall, Agile, Hybrid) • The Role of a Project Manager in Contracts • Common Challenges in Project Execution</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Knowing your Outcomes Before you Start a Project</i> <i>Importance of Setting Clear Objectives • Defining Project Scope, Deliverables, and Success Criteria • Identifying Key Stakeholders and their Expectations • Aligning Project Outcomes with Business Goals</i>
1030– 1215	<i>Project Lifecycle & Phases</i> <i>Conceptualization and Feasibility Study • Planning and Scheduling • Execution, Monitoring, and Control • Project Closure and Evaluation</i>
1215 – 1230	<i>Break</i>
1230 – 1420	<i>Legal & Ethical Considerations in Contracts</i> <i>Understanding Contract Law Principles • Ethical Issues in Contract Management • Compliance and Regulatory Considerations • Risk of Contract Disputes and Resolutions</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day One</i>

Day 2: Monday, 07th of April 2025

0730 – 0930	<i>Basics of Contract Types</i> <i>Fixed-Price Contracts (Lump Sum, Unit Price) • Cost-Reimbursable Contracts (Cost-Plus, Incentive-Based) • Time and Materials Contracts • Hybrid and Innovative Contract Types</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>How Contract Types Transfer Risk</i> <i>Risk Allocation Between Owners and Contractors • Understanding Liability and Indemnities • Performance Guarantees and Liquidated Damages • Force Majeure and Unforeseen Circumstances</i>
1100 – 1215	<i>Contract Negotiation Strategies</i> <i>Identifying Negotiation Objectives • Key Contract Terms to Focus On • Strategies for Gaining Leverage in Negotiations • Managing Stakeholder Expectations</i>



1215 – 1230	Break
1230 – 1420	Contract Award & Procurement Process Stages of Contract Procurement • Tendering and Bidding Processes • Evaluating Contractor Capabilities • Legal Considerations in Contract Awarding
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3: Tuesday, 08th of April 2025

0730 – 0930	The Importance of Project Planning How Planning Impacts Project Success • Common Planning Pitfalls and How to Avoid Them • The Role of Stakeholders in Planning • Aligning Project Plans with Organizational Strategy
0930 – 0945	Break
0945 – 1100	Developing a Work Breakdown Structure (WBS) Steps in Creating a WBS • Breaking Down Project Tasks and Deliverables • Assigning Responsibilities and Timelines • Using WBS in Project Tracking
1100 – 1215	Scheduling Techniques & Tools Gantt Charts and Critical Path Method (CPM) • Resource Allocation and Leveling • Project Scheduling Software (MS Project, Primavera, etc.) • Managing Schedule Risks and Delays
1215 – 1230	Break
1230 – 1420	Managing Changes in Project Plans Change Management Process • Handling Scope Creep and Cost Overruns • Stakeholder Communication During Changes • Documentation and Approval of Changes
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4: Wednesday, 09th of April 2025

0730 – 0930	Execution Strategies for Project Success Mobilization and Kick-Off Meetings • Effective Resource Deployment • Handling Project Risks in Execution • Monitoring Work Progress and Deliverables
0930 – 0945	Break
0945 – 1100	The Power of Taking Massive Action Setting Clear and Ambitious Goals • Overcoming Obstacles and Decision Paralysis • Accountability and Proactive Problem-Solving • Motivating Teams for High Performance
1100 – 1215	Ensuring Team Focus on the Delivery Goal Defining Clear Milestones and Checkpoints • Strategies for Improving Team Collaboration • Techniques to Maintain Focus and Avoid Distractions • Managing Expectations and Stakeholder Alignment



1215 – 1230	Break
1230 – 1420	Project Documentation & Reporting Importance of Documentation in Contracts • Types of Project Reports and their Purposes • Using Dashboards and Performance Indicators • Communicating Progress Effectively to Stakeholders
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5: Thursday, 10th of April 2025

0730 – 0930	Understanding Various Pricing Models Fixed Price versus Cost-Plus Pricing • Value-Based Pricing in Contracts • Competitive versus Negotiated Pricing • Factors Influencing Price Determination
0930 – 0945	Break
0945 – 1100	Contractor Price & Cost Analysis Breakdown of Direct and Indirect Costs • Understanding Labor, Material, and Overhead Costs • Analyzing Contractor Bids and Cost Structures • Common Cost Overruns and How to Prevent them
1100 – 1215	Dealing with Volatile Material Pricing Causes of Price Volatility in Materials • Strategies for Managing Material Price Fluctuations • Risk-Sharing Mechanisms in Contracts • Procurement Strategies to Minimize Impact
1215 – 1230	Break
1230 – 1420	Financial Planning & Budgeting for Projects Cost Estimation Techniques • Budget Allocation and Forecasting • Cost Control Mechanisms • Managing Unexpected Financial Risks
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Five

Day 6: Sunday, 13th of April 2025

0730 – 0930	Identifying & Assessing Project Risks Categories of Risks in Projects • Tools for Risk Assessment (Risk Matrices, SWOT Analysis) • Qualitative versus Quantitative Risk Analysis • Setting Up a Risk Management Plan
0930 – 0945	Break
0945 – 1100	Risk Mitigation Strategies in Contracts Risk Transfer Through Contractual Clauses • Contingency Planning and Reserves • Insurance and Bond Requirements • Managing Dispute Resolution Proactively
1100 – 1215	Contract Compliance & Regulatory Requirements Ensuring Compliance with Contract Terms • Legal and Regulatory Considerations • Auditing and Monitoring Contract Performance • Handling Contract Breaches and Legal Disputes



1215 – 1230	Break
1230 – 1420	Claims Management & Dispute Resolution Common Causes of Contract Disputes • Steps in Managing and Resolving Claims • Mediation, Arbitration, and Litigation Strategies • Best Practices for Contract Enforcement
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Six

Day 7: Monday, 14th of April 2025

0730 – 0930	Fundamentals of Negotiation in Contracts Principles of Effective Negotiation • Understanding BATNA (Best Alternative to a Negotiated Agreement) • Common Negotiation Tactics and Counterstrategies • Managing Difficult Negotiations
0930 – 0945	Break
0945 – 1100	Stakeholder & Vendor Negotiations Strategies for Successful Vendor Negotiations • Handling Disputes in Contract Negotiations • Building Strong Relationships with Contractors • Negotiating Project Scope Changes
1100 – 1215	Contract Amendment & Renegotiation When and Why to Amend Contracts • Legal Implications of Contract Modifications • Managing Contract Renewals and Extensions • Negotiating Favorable Contract Revisions
1215 – 1230	Break
1230 – 1420	Psychology of Negotiation & Influence Emotional Intelligence in Negotiations • Overcoming Resistance and Objections • Power Dynamics in Contract Discussions • Ethical Considerations in Negotiation
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Seven

Day 8: Tuesday, 15th of April 2025

0730 – 0930	Setting Up Project Control Mechanisms Importance of Project Control and Monitoring • Establishing Key Performance Indicators (KPIs) • Developing Dashboards and Real-Time Tracking Systems • the Role of Governance Structures in Project Control
0930 – 0945	Break
0945 – 1100	Earned Value Management (EVM) for Project Tracking Introduction to Earned Value Analysis (EVA) • Key EVM Metrics (CPI, SPI, EAC, VAC) • Interpreting EVM Reports and Forecasts • Corrective Actions Based on EVM Findings
1100 – 1215	Performance Measurement Techniques in Contracts Developing Contract Performance Benchmarks • Measuring Contractor Efficiency and Adherence • Tools for Tracking Contract Compliance (SLAs, KPIs) • Using Audits and Inspections to Ensure Quality



1215 – 1230	Break
1230 – 1420	Managing Multiple Projects Simultaneously Project Portfolio Management Best Practices • Prioritization and Resource Allocation Techniques • Handling Interdependencies Between Projects • Managing Stakeholder Expectations Across Multiple Projects
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Eight

Day 9: Wednesday, 16th of April 2025

0730 – 0930	Handling Schedule & Budget Variances Causes of Schedule and Cost Variances • Variance Analysis Techniques (Trend Analysis, Root Cause Analysis) • Strategies for Recovering from Project Overruns • Effective Communication During Variance Recovery
0930 – 0945	Break
0945 – 1100	Lessons from Project Failures & How to Avoid them Identifying the Most Common Reasons Projects Fail • Case Study Analysis of Major Project Failures • Strategies for Proactive Risk Mitigation • Creating a Culture of Continuous Improvement
1100 – 1215	Case Study on Contract Failures & Lessons Learned Analysis of High-Profile Contract Failures • Key Contract Management Mistakes to Avoid • Legal and Financial Consequences of Contract Failures • Strategies for Effective Contract Dispute Resolution
1215 – 1230	Break
1230 – 1420	Successful Project Management Case Study Examining a Successful Large-Scale Project • Key Strategies that Led to Project Success • Overcoming Major Roadblocks in Project Execution • Lessons Learned and Best Practices for Replication
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Nine

Day 10: Thursday, 17th of April 2025

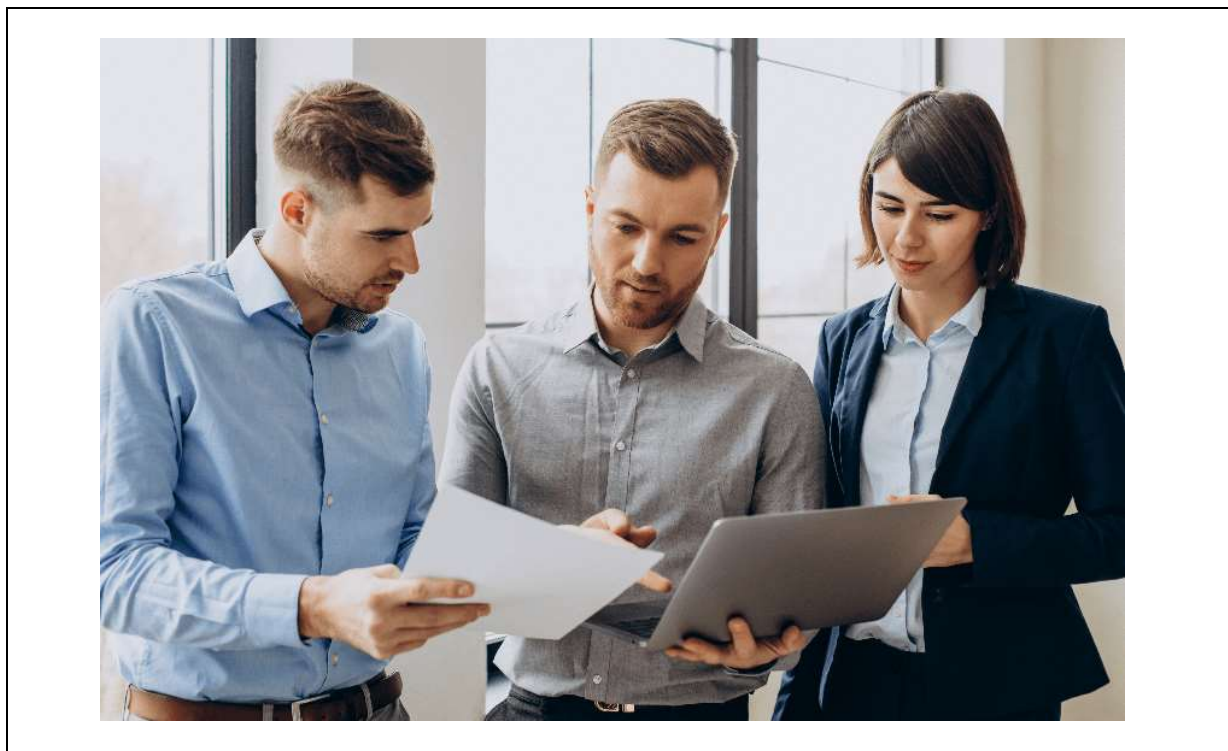
0730 – 0930	Analyzing Real-World Negotiation Scenarios Reviewing Successful Negotiation Case Studies • Breaking Down Effective Negotiation Strategies • Analyzing Unsuccessful Negotiations and What Went Wrong • Role-Playing Exercises for Improving Negotiation Skills
0930 – 0945	Break
0945 – 1100	Group Exercise on Risk Assessment & Mitigation Identifying Risks in a Real-World Project Scenario • Developing a Risk Management Plan • Simulating Risk Mitigation Strategies • Presenting Risk Mitigation Approaches and Peer Review
1100 – 1215	Cost-Benefit Analysis in Contract Decisions Understanding the Cost-Benefit Analysis Framework • Applying Cost-Benefit Analysis in Contract Selection • Calculating Return on Investment (ROI) for Contracts • Making Data-Driven Decisions for Contract Execution



1215 - 1230	Break
1230 - 1330	Ethics & Legal Challenges in Contracts <i>Ethical Dilemmas in Contract Management • Legal Considerations in Government versus Private Contracts • Managing Conflicts of Interest in Procurement • Case Study Analysis on Legal Challenges in Contracts</i>
1330 - 1345	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about Topics that were Covered During the Course</i>
1345 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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