



شركة ميرك العربية السعودية  
MEIRC Saudi Arabia

## Contract Management

### Duration 5 Days

### Introduction

A contract is a mutually binding agreement that obligates the seller to provide the specified products or services and obligates the buyer to pay for them. The principal objective of contract management for both the buyer and seller is to ensure fulfillment of contractual obligations by all parties to the contract.

### Who Should Attend

- This course has been designed to enhance the contract management skills of anyone working in a business environment especially operational and procurement team members

### Objectives

By the end of this course participants will be able to:

- ↳ Understanding of the principles of contract management
- ↳ Manage contracts with suppliers
- ↳ Understand and practice some of the core interpersonal skills involved in managing supplier relationships
- ↳ Share good practice and alternative approaches to other delegates

### Course Outline:

#### **1. Day One**

- 1.1. Introduction and Objectives
- 1.2. Introduction to Contract Management
- 1.3. Definition
- 1.4. Contract Management Issues
- 1.5. Activities Overview
- 1.6. Contract Manager
- 1.7. Case study

#### **2. Day Two**

- 2.1. Importance of the role
- 2.2. Responsibilities
- 2.3. Skills
- 2.4. Appointing a Contract Manager
- 2.5. Contract Manager Authority
- 2.6. Implementing a Contract
- 2.7. Contract Management Plan
- 2.8. Case study



### 3. Day Three

- 3.1. Types of Contracts
- 3.2. Point of Total Assumption
- 3.3. Cost Reimbursable Contracts
- 3.4. Contract Types Versus Risk
- 3.5. Contract Clauses
- 3.6. Case Study

### 4. Day Four

- 4.1. Procurement Management Plan
- 4.2. Contract Statement of Work (SOW)
- 4.3. Statement of Work (SOW) Template
- 4.4. Planning Contracting
- 4.5. Request for Proposal (RFP) Template
- 4.6. Evaluation Criteria
- 4.7. Case Study

### 5. Day Five

- 5.1. Requesting Seller Responses
- 5.2. Selecting Sellers
- 5.3. Administering the Contract
- 5.4. Suggestions for Change Control in Contracts
- 5.5. Best Practice
- 5.6. Case Study
- 5.7. Action Step Exercise: Individual Plans to Apply Skills at Work
- 5.8. Recommendations and Conclusions