

New Zealand Procurement Academy

Course Outline: Introduction to Contract Management (1 day)

Objectives

This course is designed to provide the foundation knowledge and skills of procurement and contracting professionals involved in managing or administering contracts

Who should attend

Procurement professionals and subject matter experts who are:

- involved in developing contract management plans
- managing or administering contracts

Program Content

This interactive program will utilise facilitated sessions, group discussions, simulations and case studies to address:

- What is a contract when do we use them and why
- Legal & policy framework
- Ethical behaviour a key risk and risk treatment
- Role and responsibilities of a contract manager
- Overview of the contracting process – phases & steps
- Contract Roles & Responsibilities
- Identifying and communicating appropriately with stakeholders.
- Managing relationships
- The contract management plan
- Key terms & conditions
- The basics of contract dispute resolution
- Transition and / or Closing out the contract

Benefits to participants

On completing this course participants will be able to:

- Explain the role and importance of effective contract management
- Apply the legal & policy framework
- Ethically manage the contract
- Develop an effective contract management plan
- Manage relationships with key stakeholders
- Understand and apply key terms and conditions in contracts
- Manage contract disputes
- Successfully close out or transition contracts

Benefits to the Employer/Organisation

The sponsoring organisations will benefit through procurement and contracting staff being provided with an excellent basis for:

- Reduced contract costs
- Improved contractor performance
- Improved relationship management with contractors
- Improved governance of contracts