

Drafting Contracts and Writing Scope of Work

Why Attend

- The overall aim of this course is to provide participants with the knowledge and skills needed to write an accurate scope of work for projects and draft simple contracts. The course covers multiple tools that can help in analyzing the requirements of the end user and understanding the scope of the project or the product. Participants in this interactive course will learn about the process of drafting the scope of work by using templates and effective writing techniques. Furthermore, the course will cover the building blocks of a contract as well as the best practices used during related negotiations.

Course Methodology

- This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants, followed by discussions. In addition, this course incorporates pre and post testing.

Course Objectives

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

- Identify the essential elements of a contract and recognize the importance of the scope of work.
- Outline the objectives of a contractual relationship and leverage them into requirements needed to develop the scope of work.
- Plan and prepare a solid scope of work using outlines and templates.
- Define contract building blocks and draft simple contract provisions.
- Write the narrative of a contract as well as different contract parts using best practices.

Target Audience

- Personnel involved in drafting scope of work and negotiating contract terms in order to ensure contract requirements are properly captured. Our institute has been reviewed and approved by the PMI® Authorized Training Partner Program. This course is worth 30 Professional Development Units (PDUs).

Target Competencies

- Contract preparation
- Writing scope of work
- Drafting contracts
- Preparing contract plan
- Negotiating scope of work
- Technical writing

Overview

- Defining contracts
- Elements of contracts
- Purpose of contracting
- Defining rights and obligations
- Defining scope of work
- How to develop the scope

Planning scope of work

- Types of scope of work
- Tools and techniques used to plan scope of work
- Gathering requirements
- Work breakdown structure
- Product breakdown structure

Developing the scope of work

- Scope of work pitfalls
- Rules of scope of work writing
- Drafting fundamentals
- Words to use
- Choosing your words
- Scope of work formats
- Why are SOWs difficult to write?
- Suggested ten-part format
- Principles of good writing
- Framing your thoughts
- Phrasing your sentences
- Choosing your words

Contract building blocks

- Representations and warranties
- Covenants and promises
- Rights and obligations

- Conditions to obligations
- Discretionary authority
- Declarations and facts

Contract drafting fundamentals

- Drafting with or without precedent
- Drafting contract parts:
 - Introductory provisions
 - Definitions and defined terms
 - Action sections
 - Other substantive business provisions
 - Endgame provisions
 - General provisions
 - Signature lines