

# Managing and Supervising Projects , Consultants and Contractors

## INTRODUCTION

- Project management's primary goal is to maximize the probability of producing a successful project in all its stages. However, the likelihood of project failure is considerable, especially where budgets and timelines are tight. The only way to escape failure is to follow an innovative strategy throughout the planning and construction processes and understand how to organise and manage the right resources to deliver the project according to the correct Scope of work. The goal is to manage the project so that it finishes on time and budget, while still delivering a final product that meets codes, plans, and specifications.
- This training course has been designed to provide learners with a comprehensive focus to enhance the participant's knowledge, abilities, and skills necessary to increase his value to his organization and enhance his career as a supervisor in engineering projects.

This training course will highlight:

- The key characteristics of all projects
- Exploring the benefits of developing project management skills
- Managing and Supervising Construction Projects
- Evaluation of Vendor Bids
- Working with Consultants and Contractors during the different phases of the project in a scientific manner to support selection decision
- Predicting and managing any risks that may hinder the project

## OBJECTIVES

By the end of this training course, you will be able to:

- Understand the framework of structured project management
- Review of the different applied design management models for construction
- Develop your cost estimating skills
- Determine the best methods for project stakeholder
- Developing "Statements of Work" and Service Level Agreements as contract documents
- Sourcing and Selecting appropriate Consultants and Contractors
- Develop your negotiation and decision-making skills

## **TRAINING METHODOLOGY**

- This training course provides the most effective skills applied by project managers today. Packed with tools and techniques, there will be group exercises to allow for a “hands-on” approach to learning. Using the most up to date learning practices, current material and actual case studies, the participants will be taken on a journey of discovery by understanding the real need to upgrade their level of knowledge and understanding of project management and using the most appropriate methodologies and tools.

## **ORGANISATIONAL IMPACT**

The organization will benefit with this training course by:

- Reduced cost of Contracts for Services
- Improved performance from Consultants and Contractors
- Reduced Risk to the organization from potential liabilities
- Higher productivity from personnel contracting for services
- Greater strategic focus of personnel contracting for Consultant and Contractor Services
- Understanding of Contract clauses and fundamentals
- Improved control over on-time and on-budget delivery
- Structure and application of incentive arrangements

## **PERSONAL IMPACT**

By the end of this training course learners will:

- Be able to define construction project management and understand the reasons for using it
- Understand how to make a project successful
- Greater ability to negotiate and manage contracts
- How to evaluate bids and proposals
- Ability to control project progress and delivery against baseline
- Know how to maintain the project's progress and ensure that it is completed efficiently
- Negotiation Planning and Strategy
- Monitoring and measuring Consultants and Contractors performance

## **WHO SHOULD ATTEND?**

This training course is suitable to a wide range of professionals but will especially benefit:

- Project Supervisors
- Project Managers
- Project Engineers
- Project Management team professionals
- Contract Management Professionals

- Ideal for professionals engineering projects who have no prior project management training

## Course Outline

### Project Management in the Construction Industry

- Introduction to Construction Management
- Stages of Construction Project Management
- The role of a Project Manager/Supervisor in Construction Management
- Defining and understanding the goals, risks and quality of a project
- The major elements of a Construction Project and Safety Management

### Scope of Work, Detailed Specifications and Construction Pricing

- Defining the detailed requirements and Scope of Work
- Understanding and Managing Project Constraints
- The absolute importance of collaboration with key stakeholders to determine the actual drawings and specifications
- Estimation and Costing techniques
- Construction Price and Cost Indices (PCIs)

### Procurement, Tendering and Selection

- Critical importance of Strategic Procurement Planning
- The Bidding and Bid Evaluation Process
- Understand Consultants and Contractor Firms' Pricing Strategies
- Value for Money and the Total Cost of Ownership (TCO) for complex purchases
- The Fundamentals of Earned Value Management

### Contract Development and Negotiation

- Understanding the concept and principle of contract law
- Analysis of the Contract requirements
- Model Contract Formats – specific for Consultants and Contractors
- Contract dispute and responding to a contract breach
- The Art of Negotiation and Persuasion

## Managing Performance and Decision-Making Skills

- Issues in Contract Performance and major causes of change to contracts
- Managing Supplier Performance and Expectations
- Service Level Agreements, developing and managing Key Performance Indicators
- Decision Making Theory: Process, Models and Stages
- Ability and confidence to make the right decision