

## Contract Management for Public/Private Sector Program (CMPSP)

### CMPSP 203 - Contract Operations

<b>Delivery:</b> Online instructor led (4 weeks, ~ 20 hours)
<b>Course Structure:</b> Four weekly self-directed modules + four weekly LIVE instructor-led sessions
<b>Price:</b> \$1995 per learner

This comprehensive program has been developed by seasoned procurement and contracting experts with decades of experience supporting clients in the Canadian public and private sectors with procurement and contracting projects. It is designed to enhance knowledge and capacity of anyone involved in assisting clients with contract management activities, including contract administration, relationship management, compliance management and performance management.

### Who Should Take this Program

This program will benefit any individual whose job involves supporting Canadian clients with procurement and contracting projects including procurement and contract professionals, paralegals, lawyers, engineers, and architects.

### Topics

Kicking off the contract, defining the governance, planning and communication framework
Effectively managing stakeholder relationships
Principles of contract interpretation
Contract drafting basics
Processing contract amendments
Administering a contract renewal
Negotiation and conflict management
Contractor compliance management
Contractor performance management
Managing through contract disputes
Terminating the contract
Contract close out
Implementing lessons learned

### Learning Objectives

- Learn to design an appropriate contract management framework for any purchase or sale contract.
- Understand legal principles that apply to contract management activities, including how to resolve ambiguities in contract language and to respect the implied duty of good faith between contracting parties.
- Develop basic contract review and contract drafting skills
- Learn how to prepare contract amendment and termination documents
- Understand the basics of contractor compliance and performance management
- Understand how to effectively address poor performance and non-compliance
- Understand common dispute management and resolution processes
- Understand how to close-out a contract and document and implement lessons learned

### Program Format: Online + Weekly Face-to-Face with Experts

This program consists of 4 weeks of self-directed learning of approximately 4 hours/week, with a weekly face-to-face group online session with a seasoned procurement and contracting expert. The weekly online session provides learners the opportunity to share their own experiences and ask question on the materials and to apply the lessons learned in the previous week through exercises and group work.

### **Expected Outcomes**

Upon completion of this course, participants will have the necessary knowledge and tools to enable them to perform basic contract management activities for any client or organization. They will be able to effectively structure an appropriate contract management approach for any contract and to ensure the contract delivers the expected value to the purchasing organization.

### **PRE-REQUISITES**

CMPS101 Contract Management for Public/Private Sector Program: Essentials