



Pro-active Contract Management

Objective

A one day training course for delegates who need to develop a contract management toolkit.

Content

Introduction

- What is a contract and who owns it?
- Understanding the importance of the contracting cycle?
- Why should we manage a contract?
- Identifying the objectives of contract management?

Managing the typical contract lifecycle

- Lead-in
 - Gaining the knowledge for managing the contract
 - The value of a contract summary
 - Managing the lead-in process
- Transformation
 - Is there a transformation period?
 - Starting as we mean to go on
 - Developing a monitoring framework
 - What should we monitor?
 - How do we monitor?
 - When do we monitor?
 - Who conducts the monitoring?
 - The importance of monitoring to effective contract management
- Business as usual
 - Building on the firm foundations
 - Managing the contractor relationship – what about partnership?
 - Effective performance management
 - Change happens – managing it!
 - Driving for continuous improvement
- Exit
 - Natural or early termination
 - Effective exit management
 - Options for contract extension

Re-tendering Issues

- When should we consider re-tendering
- Planning for the tendering exercise

Conclusions and Questions

Format

This is an interactive session that includes presentation, discussion, practical examples and case studies. All delegates will receive a comprehensive delegate handbook and supporting CD.

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