

Certificate Programme on **Contracts Management**

Saturdays & Sundays
January 7-8, 21, and January 28-29, 2017
9.30 a.m. to 5.00 p.m.

Venue: Torrent-AMA Management Centre, Core-AMA Management House,
AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

Background: Contracting professionals skills and knowledge directly contribute to success and the growth of the organization and their career. All contemporary issues in which contracts management operate and the practical techniques are presented and applied during the course to ensure that the participants gain a better understanding of their own real contracts and to achieve the required outcomes.

Objectives: Explain the way contracts planning, tendering, execution and monitoring is done; Identify the legal issues; Devise strategies for managing contract risks; Prepare participants for negotiating business contracts; Explain the way commercial contracts are drafted and structured; Discuss the financial issues in contracts management; Discuss Contract disputes and resolution.

For Whom: Senior and middle management executives involved in contract management, sub contracting, procurement management, financial management of contracts and engineers wanting to make a career in contracts management.

Course outline

- 1. Fundamentals of contract management:** a) Projects and contracts; b) Time, Cost, Quality and Profit objectives in contracts; c) Efficient and Effective contracts management
- 2. Contract Planning:** a) Types of Contracts; b) Role of Client, Consultant and Contractor; c) Turnkey Contracts
- 3. Estimation and Tendering:** a) Estimating techniques; b) Contract documentation; c) Tendering Process
- 4. Contract execution:** a) Monitoring; b) Reports and meetings; c) Corrective action; d) Modifying plans; e) Variation orders; f) Programme extension and commissioning; g) Change management

- 5. Contract monitoring and control:** a) Status of contracts; b) Reasons for slippages; c) MIS for contracts; d) Contracts manual, performance and progress report
- 6. Contract Negotiations:** a) Why Negotiate; b) Negotiation principles; c) Negotiating tools and techniques; d) Negotiating with sole/single source; e) Using Negotiation for resolution of disputes
- 7. Legal aspects of contracting:** a) Indian contract act, Essential elements of a valid contract, Formation of contract, Quasi-contracts, Indian sale of goods act; b) Remedies for breach of contract; c) Penalty and liquidated damages; d) Arbitration, Mediation and Reconciliation Process
- 8. Contract Risk Management:** a) Uncertainty & Risk in Contracting, Parties to the risk; b) Causes of risk, Risk Anticipation & Remedy Provisions; c) Risk mitigation
- 9. Claims management:** a) Causes of claims; b) Effects of claims; c) Process of managing claims; d) Non payment by the other party
- 10. Financial Management of contracts:** a) Accounting for contracts; b) Contract Pricing and financing; c) Financial evaluation of contracts
- 11. Stakeholder Management:** a) Managing stakeholder interests; b) Case studies

Faculty: The course will be conducted by **Mr. A. R. Parasuraman**, M.Com., FCMA, ACS, DMS, MFM (JBIMS). He has presented management seminars for over 1000 multinational, national, and public and private sector companies in India. Mr. Parasuraman has 20 years of industrial experience in Electronics, Power, Textiles, Pharmaceuticals and TATAS.

Fee: ₹6000/- per participant. Fees include course fee, cost of reading materials, lunch and refreshments. (Concession: 10% for members, 20% for patron members). The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

Registration

Please send your registration along with participation fee to:

Ahmedabad Management Association

AMA Complex, Dr. Vikram Sarabhai Marg, Vastrapur,
Ahmedabad 380 015

Phone: 079-26308601-6 • Mobile : 9537407187 • Fax: 079-26305692

E-mail: ama@amaindia.org • Website: www.amaindia.org

Mobile App: AMA-Ahmedabad amaIndia.org



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Please fill-in and return this form along with participation fee to:
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ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.
Phone: 079-26308601-6 • **Mobile:** 9537407187
Fax: 079-26305692 • **E-mail:** ama@amaindia.org
Website: www.amaindia.org
Mobile App: AMA-Ahmedabad amaIndia.org

Cheque should be drawn in favour of
"Ahmedabad Management Association".

Name(s) _____ **Designation:** _____

1. _____

2. _____

Organization: _____

Address: _____

Pin Code: _____

Telephone(s): _____ **Mobile:** _____

Fax: _____

E-mail: