

# Advanced Project Management Techniques

1 Day

## Description

In this program, participants learn to identify types of contracts, plan procurement, solicit planning and selection, and administer and close contracts. This program also covers project integration, implementing project plans, controlling change, initiating project plans, and executing a project.

## Prerequisites

- None

## Objectives

Upon successful completion of this program, participants will be able to:

- ✓ Identify types of clauses and types of contracts.
- ✓ Plan procurement and identify key results of procurement planning.
- ✓ Solicit contractors, hold bidder conferences, write a request for proposal.
- ✓ Administer contracts, close contracts, and conduct procurement audits.
- ✓ Integrate projects and develop project plans.
- ✓ Implement a project plan.
- ✓ Implement a change control system and maintain project control.
- ✓ Understand the project management process.
- ✓ Execute, control, and close a project.

### Procurement Planning

- Fundamentals of Contracts
  - Criteria to Make a Contract Legally Enforceable
  - Contract Clauses
  - Contract Categories
  - Contract Terms
  - Types of Contracts
  - Contractor Classifications
- Procurement Planning
  - Skills Needed during Procurement
  - Elements of Procurement Planning
  - Resource Specifications
  - Procurement Planning Results

### Planning, Soliciting, and Selecting

- Solicitation Planning
  - Contractor Solicitation
- Selection
  - Proposal Evaluation
  - Contract Negotiation

### Contract Administration and Closeout

- Contract Administration
  - The Project Manager's Responsibilities
  - Contract Administration Structures
- Elements of Contract Administration
  - Payments to Contractors
  - Contract Closeout

### Project Integration and Plan Development

- Integration
  - Data Measured in Project Integration
  - Project and Product Life Cycle

### Project Planning

- Elements of a Project Plan
- Input for Project Plan Development
- Methods Used in Project Plan Development

### Implementing Plans and Controlling Change

- Implementing the Plan
  - Project Management Information Systems
  - Management Plans for Project Implementation
  - Work Authorization
  - Mid-Project Evaluation
- Controlling Change
  - Information and Supplies Used to Control Project Change
  - Change Control Systems
  - Control Maintenance Methods

### The Project Management Process

- PM Process Fundamentals
  - Project Management Process Groups
  - Project Management Variables
  - Product-Oriented Processes and project Management Processes
- Initiation and Planning
  - Steps in the Planning Process
  - An Effective Project Plan

### Execution, Control, and Project Closeout

- Steps in Project Execution and Process Groups
- Aspects of a Project that must be Controlled
- Closing a Project