

“Contract Management 101”

Course Outline

Session	Time
Welcome & Introductions	9.00 – 9.10
Why are we here?	9.10 – 9.20
Importance of Contract Management	9.20 – 10.00
Morning Tea (15 min)	10.00 – 10.15
Phase 1 - Contract Set-Up <i>(with breakout activities)</i>	10.15 – 12.30
Lunch (30 min)	12.30 – 1.00
Phase 2 - Contract Management <i>(with breakout activities)</i>	1.00 – 3.00
Afternoon Tea (15 min)	3.00 – 3.15
Phase 3 - Close Out <i>(with breakout activities)</i>	3.15 – 4.30
Wrap Up	4.30

“Making sure we get the negotiated value”