

# Postgraduate Diploma Construction Project Contract Management





## Postgraduate Diploma Construction Project Contract Management

- » Modality: online
- » Duration: 6 months
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/us/engineering/postgraduate-diploma/postgraduate-diploma-construction-project-contract-management](http://www.techtute.com/us/engineering/postgraduate-diploma/postgraduate-diploma-construction-project-contract-management)

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# 01

# Introduction

In order for an engineering professional to be able to work successfully as a Contract Manager in a Construction Project, and to watch over and protect the contractual position of the company, resolving any incidents that may occur throughout the life of the corresponding contract, it is necessary for them to acquire in depth knowledge in this area. Therefore, this comprehensive program will focus on providing the professional with a series of skills and competencies that are absolutely necessary to minimize contract risks and protect the outcome of the operations outlined.





“

*Learn everything you need to perform successful contract management in construction and large projects and start operating today as a Contract Management Engineer”*

This Postgraduate Diploma will provide an exhaustive analysis of everything related to construction project contract management, from the functions of the contract manager, relations with other project agents, analysis of the main factors of the work and stages to be carried out in contract management.

In addition, key aspects of successful contract management such as penalties, guarantees and arbitration/disputes will be discussed. All of the above will be of an eminently practical nature and will be applicable in the day-to-day work.

Likewise, during the course, risk management in contracts will be studied in depth, from risk identification to the creation of the project risk matrix. In addition, we will review the types of guarantees and insurance available for projects.

The analysis of deviations and penalties in contracts will also be studied in depth in order to minimize them as much as possible. All this will help the professional to master such important aspects in the management of a contract as guarantees, insurance and penalties, which must be taken into account for a contract to be completed successfully and without losses.

Finally, the work of the *Contract Manager* in a project will be discussed in depth, analyzing their relationships with other departments and the importance of their management and intervention in activities as important for the project as: health and safety on site, subcontracting processes, work control, budget control and possible disputes and arbitration.

With this Postgraduate Diploma, the professional will have the necessary knowledge as a contract manager to interact with the rest of the departments of the construction site and to be able to carry out an exhaustive control of their work" In addition, they will gain specific knowledge in the area of arbitration and possible disputes, so that they can be prepared to participate in future project processes that they manage.

All this, throughout a 100% online training that provides the student with the ease of being able to take it wherever and whenever they want. You will only need a device with internet access, and you will be able to access a universe of knowledge that will be the main basis for engineers to position themselves in a sector that is increasingly demanded by companies in various sectors.

This **Postgraduate Diploma in Construction Project Contract Management** contains the most complete and up to date educational program on the market. The most important features of the program include:

- ◆ Practical cases presented by experts in Civil Engineering and Geotechnics
- ◆ The graphic, schematic, and eminently practical contents with which they are created, provide scientific and practical information on the disciplines that are essential for professional practice
- ◆ Practical exercises where self assessment can be used to improve learning
- ◆ Special emphasis on innovative methodologies
- ◆ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ◆ Content that is accessible from any fixed or portable device with an Internet connection



*Thanks to this program, you will be able to position yourself in a sector that is requiring more and more engineering experts in this subject"*

“

*In addition, as it is a online Learning, you can study wherever and whenever you want. You only need a device with an internet connection to access the biggest database of content on the market”*

The program’s teaching staff includes professionals from sector who contribute their work experience to this specialization program, as well as renowned specialists from leading societies and prestigious universities.

The multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide immersive training programmed to train in real situations.

This program is designed around Problem Based Learning, whereby the professional must try to solve the different professional practice situations that arise during the academic year. For this purpose, the professional will be assisted by an innovative interactive video system created by renowned and experienced engineering experts.

*The skills you will acquire will enable you to manage EPC projects and position yourself as a prestigious professional.*

*This 100% online program will allow you to combine your studies with your professional work. You choose where and when to train.*



# 02

# Objectives

Through this training, engineering professionals will acquire the necessary knowledge to work on large construction projects, taking into consideration all the necessary aspects to perform a successful job. All of this with the confidence and efficiency of a Postgraduate Diploma which has been created to boost professionals in the management and planning of contracts. This is done from a global point of view that includes everything from arbitration and possible disputes, to guarantees, insurance and penalties.





“

*What is the objective of this specialist course? To train the best engineers and Contract Managers on the market”*



## General Objectives

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- ◆ Carry out an exhaustive analysis of EPC projects
- ◆ Manage the different stages of EPC projects
- ◆ Manage the contracts of large scale projects
- ◆ Perform an in depth breakdown of guarantees, disputes and insurance in the construction industry
- ◆ Master project management on a global basis
- ◆ Carry out cost, time and resources analysis
- ◆ Gain solid knowledge of the integration phases of a project
- ◆ Manage a project with a global, interdepartmental vision
- ◆ Be able to analyze the earned value of projects

“

*Come to study at TECH and you will see how your professional growth starts to materialize”*





## Specific Objectives

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### **Module 1. Contract Management in Projects**

- ◆ Gain in depth knowledge of the characteristics and functions of *Contract Management*
- ◆ Discuss, in detail, the importance of contract management
- ◆ Establish the interaction with other project agents
- ◆ Analyze the contract management processes
- ◆ Analyze and evaluate the main stages in project management
- ◆ Break down the project factors to be managed by the contract manager

### **Module 2. Risk Management in Contract Management**

- ◆ Identification of risks in projects
- ◆ Ability to perform a risk classification
- ◆ Ability to prepare a risk matrix
- ◆ In depth knowledge of types of endorsements
- ◆ Penalty analysis
- ◆ Ability to prepare mitigation plans for penalties
- ◆ Accurate knowledge of types of construction insurance

### **Module 3. Project Management in Contract Management**

- ◆ Ability as a *Contract Manager* to control the project budget
- ◆ In depth knowledge of site control management
- ◆ Detailed knowledge of health and safety on site from a contract manager's point of view
- ◆ Analysis of contracts with sub-contracts
- ◆ Ability to participate in potential disputes and arbitrations
- ◆ Ability to prepare the necessary documentation for possible disputes

# 03

# Course Management

Engineers who decide to study at TECH and take this specialization will find the best didactic content taught by the best professionals in the sector. In this sense, this Postgraduate Diploma in Construction Project Contract Management is taught by highly prestigious professionals in this field, who bring the experience of their years of work to the training, as well as the knowledge acquired from research in the field. All to provide the engineer with a high level program, which will enable them to manage contracts in national and international environments with greater guarantees of success.





“

*We have a first class teaching team who will teach you all you need to perform with confidence in this exciting field”*

## Management



### Mr. Ruiz Cid, Martin Joaquín

- ◆ Technical Director EPC Project Group - EPC Project Manager Leader at Soltec Energías
- ◆ Industrial Technical Engineer specializing in Mechanics/Structures from the Polytechnic University of Cartagena
- ◆ Industrial Engineer in Electricity from the Polytechnic University of Cartagena
- ◆ Master's Degree in Power Electronics and Adaptive Control
- ◆ MBA in Strategic Company Management from UNED (National Distance Learning University)
- ◆ Master's Degree in Renewable Energies and the Environment
- ◆ Professional Project Manager Course
- ◆ EPC Turnkey Project Management Course
- ◆ Industrial Instrumentation Course



# 04

# Structure and Content

With this syllabus, the engineer will be able to make a global review of all the aspects that are involved in Contract Management. Through a complete course, which incorporates all the fields of work in which management of contracts for large Construction projects is involved, the student will develop their theoretical and practical knowledge, achieving a professional and personal growth that will allow them to intervene in this field of work with confidence with the security of a Postgraduate Diploma. You will achieve this through top notch content designed by the best professionals in the industry.





“

*The contents you will have access to will allow you to have a theoretical basis when facing real situations”*

## Module 1. Contract Management in Projects

- 1.1. Contract Management in Projects
  - 1.1.1. Analysis of *Contract Management* in Projects
  - 1.1.2. Need for *Contract Management*
  - 1.1.3. Objectives of the Contract Management
- 1.2. Functions of the *Contract Manager*
  - 1.2.1. Main Functions of the CM in a Project
  - 1.2.2. Characteristics of the CM Position
  - 1.2.3. Indicators of the Contract Management
- 1.3. Process of the Contract Management
  - 1.3.1. Design of a Contract Management Plan
  - 1.3.2. Stages of the Management Plan
  - 1.3.3. Adversities in the Contract Management
- 1.4. Success Factors in the Management of a Contract
  - 1.4.1. Analysis of the Main Success Factors
  - 1.4.2. Planning and Evolution of Contract Management
  - 1.4.3. Performance Management and Stakeholder Relationships
- 1.5. Main Stages of *Contract Management*
  - 1.5.1. Planning and Execution
  - 1.5.2. Control and Monitoring During Execution
  - 1.5.3. Control and Monitoring After Execution
- 1.6. Factors to Take Into Account in the Management of the Construction Contracts
  - 1.6.1. Setting Objectives and Strategies
  - 1.6.2. Design Phase and Construction in *Lump Sum* Type Contracts
  - 1.6.3. Relations with Contractors
- 1.7. Challenges of a Contract Manager
  - 1.7.1. Successful Contract Management and Administration
  - 1.7.2. Management of Communications With the Client
  - 1.7.3. Analysis and Compliance with the Contract
- 1.8. Aspects to Resolve
  - 1.8.1. Negotiation and Approval of the Contract
  - 1.8.2. Control During Ejection
  - 1.8.3. Control of Compliance with Contractual Obligations

- 1.9. Aspects to Supervise
  - 1.9.1. Negotiation and Approval of the Contract
  - 1.9.2. Control During Ejection
  - 1.9.3. Control of Compliance with Contractual Obligations
- 1.10. Management of Project Factors by the Contract Manager
  - 1.10.1. Scope Management
  - 1.10.2. Cost Management
  - 1.10.3. Risks and Change Management

## Module 2. Risk Management in *Contract Management*

- 2.1. International *Contract Management*
  - 2.1.1. Contract Management According to PMBOOK
  - 2.1.2. Procurement Control and Management According to PMBOOK
  - 2.1.3. Importance and Intervention of the Contract Manager
- 2.2. *Contract Management* & Project Management
  - 2.2.1. Relationship Between *Contract Management* & Project Management
  - 2.2.2. Collaboration Between CM and PM
  - 2.2.3. Control of Main Construction Site Factors
- 2.3. Risk Management Conducted by *Contract Manager*
  - 2.3.1. Identification of Risks in Contracts
  - 2.3.2. Classification of Risks
  - 2.3.3. Creation of a Matrix and Implementation
- 2.4. Risk Analysis Conducted by the *Contract Manager*
  - 2.4.1. Identification of Possible Risks
  - 2.4.2. Monitoring of Evolution
  - 2.4.3. Mitigation of Risks
- 2.5. Types of Endorsements
  - 2.5.1. Classification
  - 2.5.2. Importance of Endorsement Management
  - 2.5.3. Costs and Maturity
- 2.6. Penalty analysis
  - 2.6.1. Type of Penalties According to the Contract
  - 2.6.2. Control of Penalties on Part of the *Contract Manager*
  - 2.6.3. Effective *Contract Management* Against Penalties

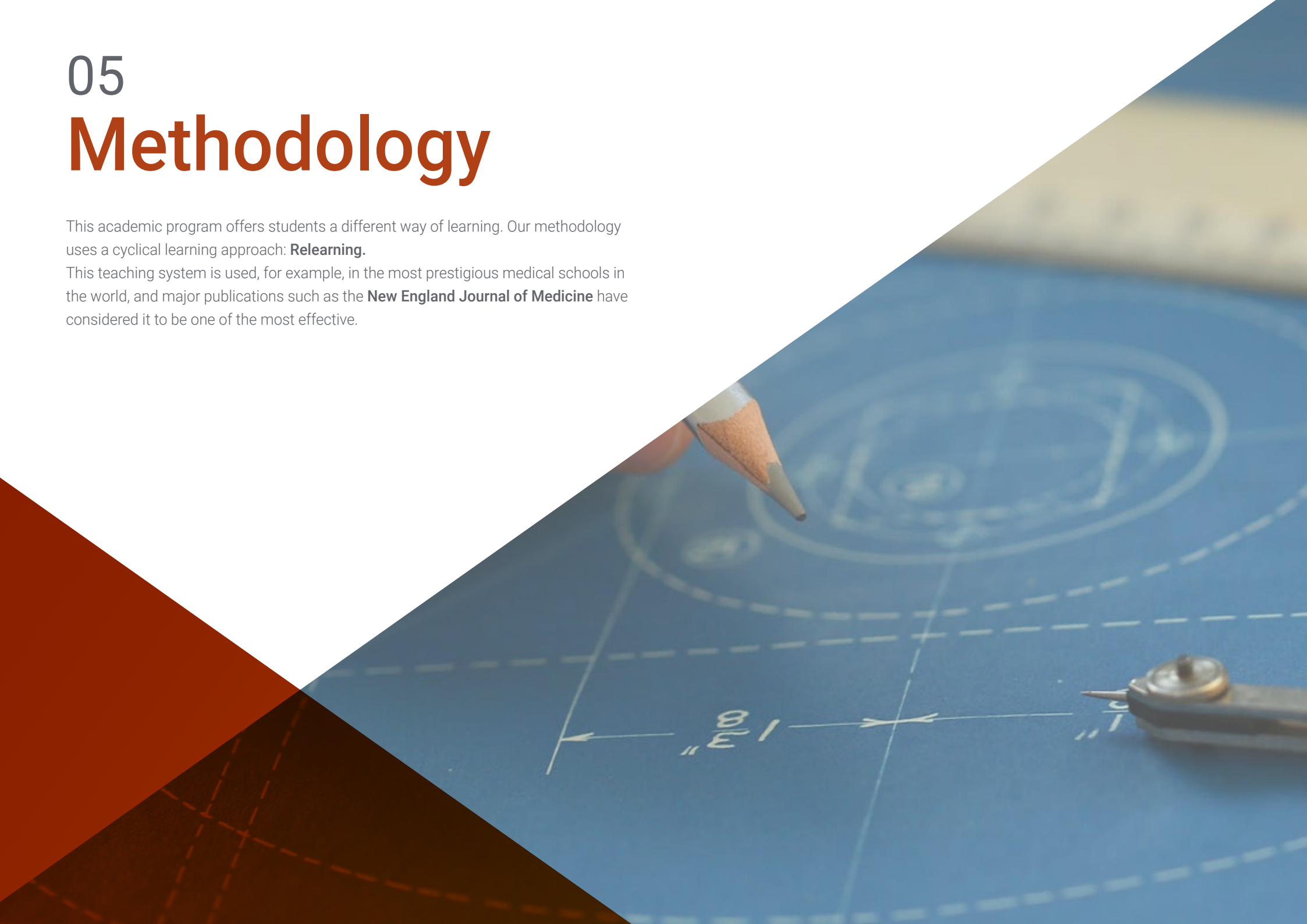
- 2.7. Construction Insurance Management
    - 2.7.1. Types of Insurance in Construction
    - 2.7.2. Time Frame of Insurance
    - 2.7.3. Importance of Insurance
  - 2.8. Analysis of Construction Insurance
    - 2.8.1. *Contract Management* in Insurance Management
    - 2.8.2. Calculations and Cost of Construction Insurance
    - 2.8.3. Validity of Insurance
  - 2.9. Contract Management and the Legal Department
    - 2.9.1. Connection Between the *Contract Manager* and the Legal Department
    - 2.9.2. Importance of the *Contract Manager* Having Legal Knowledge
    - 2.9.3. *Contract Manager* Communication from a Legal Point of View
  - 2.10. *Contract Manager* and Contractors
    - 2.10.1. *Contract Manager* Communications With the Contractors
    - 2.10.2. Monitoring of the Contract With the Contractor
    - 2.10.3. Importance of Controlling the Traceability of Communications
- Module 3. Project Management in *Contract Management***
- 3.1. *Contract Management* and Budget
    - 3.1.1. Objectives of Budget Management on the Part of the *Contract Manager*
    - 3.1.2. Main Types of Budget
    - 3.1.3. Budget According to the Costs Structure
  - 3.2. *Contract Management* and Work Site Control
    - 3.2.1. Objectives of Work Site Control Management
    - 3.2.2. Hiring an Inspection Body
    - 3.2.3. Verification and Monitoring of the Work
  - 3.3. *Contract Management* and Health and Safety Control in the Work Site
    - 3.3.1. Objectives of Work Site Health and Safety Control Management
    - 3.3.2. Aspects to Consider to Carry Out Health and Safety Control
    - 3.3.3. Verification and Monitoring of the Work
  - 3.4. *Contract Management* and Subcontracts
    - 3.4.1. Importance of the Intervention of the *Contract Manager* in the Management of Subcontract Contracts
    - 3.4.2. Types of Subcontract Contracts
    - 3.4.3. Analysis of Contracts with Subcontractors
  - 3.5. Subcontracting Process to be Followed by the *Contract Manager*
    - 3.5.1. Bidding and Comparison
    - 3.5.2. Pre-Selection and Pre-Recruitment
    - 3.5.3. Subcontract Award
  - 3.6. Monitoring of Changes in Subcontractor Contracts
    - 3.6.1. Importance of Monitoring Changes
    - 3.6.2. Control of Cost and Time Frame Changes
    - 3.6.3. Need for Timely Notifications
  - 3.7. *Contract Management* and Outsourcing Contract
    - 3.7.1. Fundamentals of an Outsourcing Contract
    - 3.7.2. *Contract Management* and This Type of Contract
    - 3.7.3. Aspects to Consider
  - 3.8. *Contract Management* and Contractual Disputes
    - 3.8.1. Intervention of the *Contract Manager* in Disputes
    - 3.8.2. Technical and Legal Difficulty in International Arbitrary Cases
    - 3.8.3. Importance of *Contract Management* for Future Disputes
  - 3.9. Classification of Disputes and Arbitrations
    - 3.9.1. Types of Disputes and Arbitrations
    - 3.9.2. Preparation of Documentation for Disputes
    - 3.9.3. Importance of Traceability for Future Disputes
  - 3.10. *Contract Manager* and Clients
    - 3.10.1. *Contract Manager* Communications With the Client
    - 3.10.2. Monitoring of the Contract With the Client
    - 3.10.3. Importance of Controlling the Traceability of Communications

05

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

### Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

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*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world”*



*You will have access to a learning system based on repetition, with natural and progressive teaching throughout the entire syllabus.*



*The student will learn to solve complex situations in real business environments through collaborative activities and real cases.*

### **A learning method that is different and innovative**

This TECH program is an intensive educational program, created from scratch, which presents the most demanding challenges and decisions in this field, both nationally and internationally. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and professional reality is taken into account.

**“** *Our program prepares you to face new challenges in uncertain environments and achieve success in your career”*

The case method is the most widely used learning system in the best faculties in the world. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question that you are presented with in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They will have to combine all their knowledge and research, and argue and defend their ideas and decisions.

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines 8 different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*In 2019, we obtained the best learning results of all online universities in the world.*

At TECH, you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our university is the only one in the world authorized to employ this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.





In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

This methodology has trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, and financial markets and instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your training, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation for success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



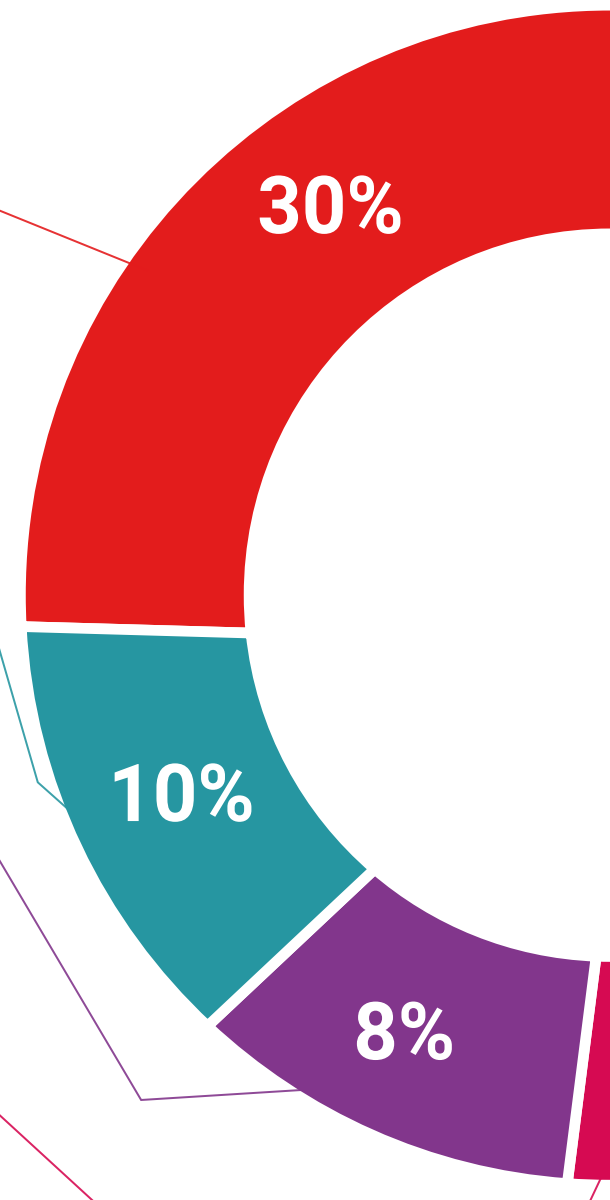
### Practising Skills and Abilities

They will carry out activities to develop specific skills and abilities in each subject area. Exercises and activities to acquire and develop the skills and abilities that a specialist needs to develop in the context of the globalization that we are experiencing.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





#### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best specialists in the world.



#### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



#### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



06

# Certificate

This Postgraduate Diploma in Construction Project Contract Management guarantees you, in addition to the most rigorous and up to date training, access to a Postgraduate Diploma issued by TECH Technological University.





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*Successfully complete this training program  
and receive your university certificate  
without travel or laborious paperwork”*

This **Postgraduate Diploma in Construction Project Contract Management** contains the most complete and up to date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Diploma** issued by **TECH Technological University** via tracked delivery\*.

The diploma issued by **TECH Technological University** will reflect the qualification obtained in the **Postgraduate Diploma**, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

**Title: Postgraduate Diploma in Construction Project Contract Management**

**Official N° of hours: 450 h.**



\*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present  
development language  
classroom



**Postgraduate Diploma**  
Construction Project  
Contract Management

- » Modality: **online**
- » Duration: **6 months**
- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

# Postgraduate Diploma Construction Project Contract Management

