SQT

TRAINING THAT DEVELOPS
REAL CAPABILITY











Contract / Vendor Project Management

PM003

Contract / Vendor Project Management

Project managers, vendor managers and other professionals involved in the world of contracts must be able to work effectively with customers, contractors and subcontractors to accomplish key organisational objectives. Because contracts are developed in an increasingly complex environment, including the rising use of “contracted suppliers and services” throughout government and industry, a solid understanding of the contracting and management process is critical and can give an advantage, irrespective of whether you are a buyer or a seller.

Effective contract and vendor management skills can ensure project success, speed performance, and reduce risks and cost along the way. Discover the keys to vendor and contract management from your own perspective in this practical course.

Duration & Price

Duration: 1 day
Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please contact us for more information on our In-Company training options

What's covered?

Module 1: The Essentials of Vendor Management

- Vendor Management structure, roles and responsibilities
- Guidelines for developing requirements
- Techniques for capturing and analysing requirements
- Aligning internal requirements and vendor relationships

Module 2: Contracting Methods

- Vendor Relationship Model
- Legal and ethical business considerations
- Prerequisites for successful partnering
- Procurement methods
- Vendor evaluation criteria
- Types and uses of contracts

Module 3: Relationship Management

- Selecting potential partners
- Negotiating the best deal
- Identifying and assessing vendor management risk
- Monitoring and managing vendor management risk

Module 4: Managing the Contract

- Performance management process
- Handling change
- Managing disputes
- Acceptance and Documentation
- Close out procedures

Who should participate?

This is a very good introductory course that is beneficial for those who are new to contract management. It is also be of particular benefit to those who have been working in contract management and are now looking to enhance and expand their skill set.

What will I learn?

Participants achieve the following learning outcomes from the programme;

- Select and manage vendors to achieve a successful outcome for your project
- Articulate and quantify internal expectations, requirements and objectives in your RFP
- Determine the appropriate vendor relationship and contract type for your project
- Evaluate and select suitable vendor(s)
- Negotiate effectively with multiple vendors
- Set realistic objectives, reporting procedures and problem resolution policies with the vendor
- Identify project risks and risk management strategies
- Establish a panel of internal and vendor representatives to review performance levels and problem areas
- Identify and develop reasonable feedback and assessment opportunities to ensure goals and objectives are being met
- Review the status and performance of the relationship to determine overall effectiveness
- Manage change and disputes
- Articulate, document, and implement closeout with vendors

Tutors



Liam Dillon
View Profile

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



Click Here

SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

- Lean Six Sigma
- Join our Lean Six Sigma Network
- Continual Process Improvement
- Project & Programme Management

COMPLIANCE, STANDARDS & AUDITING

- Quality
- Environment & Energy Management
- Health & Safety
- Food Safety
- Life Sciences
- Laboratory
- Integrated Management Systems

LEADERSHIP & PERSONAL DEVELOPMENT

- Leadership & Personal Development
- Train the Trainer

QQI AWARD | IEMA APPROVED | CompEx Part of the JTL Group | FSPCA FOOD SAFETY PREVENTIVE CONTROLS ALLIANCE | CQI IRCA APPROVED TRAINING PARTNER | Chartered Institute of Environmental Health

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