

Contracts Workshop Agenda

CONTENT	TIME (MIN)	DAY
Introduction <ul style="list-style-type: none"> - Course Summary - House Keeping - Introduction to Procurement 	30	9.15 – 9.45
Part A – Formalising a Contract		
Building a Contract <ul style="list-style-type: none"> - Contract Clauses Explained - Elements to a Contract - Statement of Requirement 	20	9.45 – 10.05
Activity 1 – Building a Specification / Case Study 1 - eCensus	20	10.05 – 10.25
<ul style="list-style-type: none"> - Special Clauses - Which Contracts to Use 	20	10.25 – 10.45
Morning Tea	15	10.30 – 10.45
Contract Templates (CCS Template Demonstration)	20	10.45 – 11.05
Contract Negotiations Contract <ul style="list-style-type: none"> - Contract Negotiations - Reporting the Contract - Notifying Suppliers/Debriefing 	30	11.05 – 11.35
Activity 2 - Contract Negotiation – Case Study 2 - Small Business	20	11.35 – 11.55
<ul style="list-style-type: none"> - Contract Establishment 	5	11.55 – 12.00
Lunch	60	12.00 – 1.00
Part B – Managing a Contract		
Contract Management <ul style="list-style-type: none"> - Roles and Responsibilities - Risk Management - Monitoring Performance/Managing Disputes - Record Keeping 	50	1.00 – 1.50
Contract Files Checklist	10	1.50 – 2.00
Legal Presentation/ Activity 3 – Managing Performance (Legal)	45	2.00 – 2.45
Part C – Varying a Contract		
Afternoon tea	15	2.45 – 3.00
Contract Variations <ul style="list-style-type: none"> - Contract Variations - Contract Extensions - Approvals - Variation Templates 	20	3.00 – 3.20
Activity 4 – Managing Variations	20	3.20 – 3.40
Part D – Completing a Contract		
Finalising a Contract <ul style="list-style-type: none"> - Reviewing Performance/Lessons Learned - Providing Feedback - Transition Out/Re-tendering - Discharging a Contract 	20	3.40 – 4.00
Contract Management Presentation	30	4.00 – 4.30