

SAIAE Contract/Project management course

7 – 8 November 2018 - Pretoria

Course description

The Contract / Project management course is ideal to acquire the necessary practical skills to manage and administrate contracts / projects more effectively.

Main topics

- Definitions and introductory discussion of the course elements
- The elements that a construction contract consist of
- General conditions of contract (GCC) – 2015
- Basic elements of project management (based on the Project Management Body of Knowledge)
- Application of project management principles to construction contracts

What will you learn?

- understand basic contract law in South Africa
- understand contract management terminology
- plan and organise contracts for goods and services
- define the scope of work, process, agreement and management philosophy
- direct and control the contract's administration
- negotiate contracts and terms
- evaluate, negotiate and enforce service level agreements, and
- renegotiate and/or terminate contracts.

Target group

The short course is aimed at engineers and technicians from consulting firms, government departments, associations, local authorities, and private entrepreneurs.

Course cost: R 4500.00 – SAIAE Member / R 5000.00 - Non SAIAE Member

SAIAE Introduction to Construction Contracts and Contract Management – 7 – 8 November 2018, Pretoria Gauteng

DAY 1		
Time	Items	Presenters
07h30 to 08h15	Registration and Welcome	
Module 1	Introduction	
08h15 to 10h00	Definitions and introductory discussion of the course elements	Kobus van Rensburg
	<ul style="list-style-type: none"> • Contract • Management • Project 	
	How does a contract originate and being established	
	Different contracts used in the construction and building industry and selection of the appropriate contract. <ul style="list-style-type: none"> • GCC • FIDIC • JBCC Contracts • GOVERNMENT Contracts Contract documents developed by institutions.	
	What legal documents are not contracts?	
10h00 to 10h30	Tea/coffee and networking	
Module 2	The elements that a construction contract consist of	
10h30 to 13h00	Elements of a construction contract <ul style="list-style-type: none"> • Definitions • General conditions of contract • Special Conditions of Contract • Scope of work and site description • Specifications • Drawings • Cost/price determination method • Health and Safety conditions • Disputes and resolutions 	
	Discussion of each of the contract elements	
13h00 to 13h45	LUNCH	
Module 3	General conditions of contract (GCC) - 2015	
13h45 to 15h15	Role players and agreed responsibilities Discussion and explanation of contract conditions regarding: <ul style="list-style-type: none"> • Client • Contractor • Clients representative/ engineer 	
	Contract period, time scheduling and time management	

	<ul style="list-style-type: none"> • Site handover • Delays • Extension of time • Penalties 	
	Quality and related matters <ul style="list-style-type: none"> • Specifications • Tests prescribed Instructions to contractor and implications of instructions	
15h15 to 15h45	Tea/coffee and networking	
15h45 to 17h00	Payments and related matters <ul style="list-style-type: none"> • Claims by contractor and certification of claims by engineer • Cost adjustments- delays, changes to quantities or specifications, day work, etc. • Approval and payment conditions. 	
	Risk and related matters <ul style="list-style-type: none"> • Safety and security risks • Health and human risks • Financial risks and obligations 	
	Completion of contract <ul style="list-style-type: none"> • Beneficial occupation • Practical completion • Completion • Defects liability period/guarantees • Completion 	

DAY 2

Time	Items	Presenters
Module 4	Basic elements of project management (based on the Project Management Body of Knowledge)	
08h15 to 10h00	Definition of a Project	
	Overview of the elements of Project Management <ul style="list-style-type: none"> • Project integration management • Project scope management • Project time management • Project cost management • Project quality management • Project human resource management • Project communications management • Project risk management • Project procurement management 	
	Life cycle of a construction contract <ul style="list-style-type: none"> • Tender phase • Contract agreement phase • Construction start up • Construction • Take-over of completed works • Contract completion/finalisation 	
10h00 to 10h30	Tea/coffee and networking	
Time	Items	Presenters

Module 5	Application of project management principles to construction contracts	
10h30 to 13h00	Integration management <ul style="list-style-type: none"> project planning 	
	Scope management <ul style="list-style-type: none"> In a construction project the scope is already determined during the planning and design phase. Management of scope creep is important 	
	Time management <ul style="list-style-type: none"> methods and procedures of time management of construction contracts 	
13h00 to 13h45	LUNCH	
13h45 to 15h15	Cost management <ul style="list-style-type: none"> types of contract cost determination: fixed cost , measured/ revised cost, fixed price turnkey, EPC/turnkey (engineering, procurement and construction), etc. 	
	Quality management <ul style="list-style-type: none"> Instructions on deviations from specifications and the consequences thereof. Who is responsible for the quality according to the contract? Quality monitoring 	
	Human resource management <ul style="list-style-type: none"> contract management team from the contractor's side responsible persons on site for contractor site representative for Engineer BEE Transformation and training 	
15h15 to 15h45	Tea/coffee and networking	
15h45 to 16h30	Communications management <ul style="list-style-type: none"> drawings, specifications and contract document site instruction book minutes of meetings payment certificates variation orders project files 	
	Risk management <ul style="list-style-type: none"> time, cost, quality, safety, security risk management 	
	Procurement management <ul style="list-style-type: none"> it is more applicable to the contractor, but how and when does the Engineer control/check the procurement. Procurement planning and control. 	
Module 6	Close out and feedback on the course	
16h30 to 17h00	Complete a questionnaire on the contents, level of interest and presentation of the course.	

Registration form: SAIAE Contract/Project management course

7 – 8 November 2018 - Pretoria

Person who will be attending:			
Name:			
Company:			
Registration fees:	Contract/Project management course – 13-14 June 2018 SAIAE members		R 4500.00
	Contract/Project management course – 13-14 June 2018 Non SAIAE members		R 5000.00
Dietary requirements:		Total amount:	R
Person / Company responsible for payment:			
Name:			
Postal address:			
Email address:			
Contact person:		Tel / Cell no:	

Conditions:

1. Please complete the registration form and email to boeboe@saili.co.za by 30 September 2018. Places are limited and will be awarded on a first come – first serve basis.
2. Payment of registration fees is required prior to the event, no later than 15 October 2018.
3. Upon receipt of the registration form, an invoice with a reference number will be issued.
4. Payments can be made directly into the SAIAE bank account, using the reference number on the invoice:

Account name: SAIAE	Bank: ABSA	
Branch: Silverton	Branch code: 334445	Account no: 070720329
5. Please email or fax the proof of payment to boeboe@saili.co.za , where after a confirmation of receipt will be sent.
6. Attendees are responsible for their own travel arrangements and costs prior or following the short course.
7. SAIAE reserves the right to change the dates or cancel the course and will not be held responsible for any losses incurred by attendees thereby.

I would like to attend the course on 7 – 8 November 2018 and accept the conditions listed above. By signing this registration form, I indemnify SAIAE, its employees, representatives and subcontractors against all damages, losses and/or costs arising out of or about illness, injuries, death and/or damage to and/or loss of property of all persons in any way sustained about the short course.

Initials & surname

Signature

Date