

Course : Contract management: implementing a contract risk management strategy

Practical course - 3d - 21h00 - Ref. CCM

Price : 1740 € E.T.

★★★★★ 5 / 5

In an uncertain environment, where companies need to be agile and responsive to the market, managing the different stages of the contract life cycle is a key factor in guaranteeing the security and profitability of your projects. This practical training course will enable you to implement, within the framework of your operational activities, a genuine risk management strategy for your contracts, throughout their lifecycle, and to support your organization and its partners in this process.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Implement a cross-functional contract management method
- ✓ Choose the contractual framework best suited to your needs
- ✓ Efficient contract drafting
- ✓ Anticipating and managing contractual risk
- ✓ Conducting effective negotiations
- ✓ Monitoring contracts
- ✓ Identify opportunities
- ✓ Efficient contract renewal

Intended audience

Buyers, operations managers, development managers, contract managers, anyone in charge of contract management as part of their operational activity.

Prerequisites

Basic knowledge of project management and contract drafting and monitoring.

PARTICIPANTS

Buyers, operations managers, development managers, contract managers, anyone in charge of contract management as part of their operational activity.

PREREQUISITES

Basic knowledge of project management and contract drafting and monitoring.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

Practical details

Case study

Case studies, role-playing exercises

Teaching methods

Méthodes pédagogiques actives et participatives. Alternance de théorie et de pratique avec application au contexte des participants.

Course schedule

1 Identify the overall project linked to the contract

- Identify the project's main challenges.
- Identify the project's internal and external stakeholders.
- Define the project's business model.
- Assess project risks and opportunities.
- Evaluer la pertinence du recours à un prestataire externe pour un contrat complexe.
- Draw up a provisional project implementation schedule.
- Implement cross-functional project management processes and dashboards: from design to execution.
- Help teams integrate the contract life cycle into the project.

Hands-on work

Determine a project analysis and monitoring method.

2 Supporting needs analysis and risk identification

- Assist the project manager and project buyer in needs analysis.
- Refine the analysis of project risks and opportunities.
- Analyze the functional, environmental and technical characteristics of the work/service/product to be produced.
- Identify opportunities and constraints: regulatory, organizational, manufacturing, logistical, operational, safety
- Integrate the project into the company's CSR approach.

Hands-on work

Draw up an expression of need form.

3 Choosing the purchasing technique and procedure to use

- Understand different purchasing techniques.
- Identify the purchasing technique best suited to the project.
- Master procurement procedures.
- Choose the procedure best suited to your needs.

Role-playing

Based on a defined need, choose a purchasing technique and a suitable procedure.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 Drafting the contractual package: precautions to take

- Master the basic rules of contract law.
- Identify the risks associated with contract execution: budget, schedule, guarantees, termination, etc.
- Drafting effective clauses.
- Focus: guarantees, insurance, pricing, personal data, intellectual property, lead times, penalties, etc.
- Identify contractual documents and operational appendices.
- Prioritize contractual documents.
- Communicate effectively on the contractual mechanisms selected.
- Explain how to apply them to others involved in the operation.
- Give priority to mechanisms for amicably resolving enforcement disputes.

Hands-on work

Based on a case study: drafting strategic clauses in a contract.

5 Negotiating the contract

- Effectively negotiate the price offer and the main technical elements of the contract.
- The importance of auditioning candidates.
- The importance of negotiation planning.
- Identify and quantify negotiation gains.
- Use the follow-up summary to optimize negotiations.

Role-playing

Negotiate a purchase and identify negotiation gains.

6 Ensuring effective contract monitoring

- Implement a risk anticipation and litigation management approach.
- Apply contractual dispute resolution mechanisms.
- Monitor the various phases of the contract: deliverables, invoicing, management of payment deadlines, etc.
- Set up and manage a QAP (quality assurance plan).
- Monitor and measure user satisfaction.
- Monitor suppliers to identify strengths and weaknesses in contract performance.
- Use the monitoring summary to optimize the drafting of future contracts (opportunities and risks).

Hands-on work

Apply amicable conflict resolution techniques.

7 Closing and renewing a contract

- Identify and anticipate the end of the contract.
- Draw up financial and operational reports.
- Carry out a qualitative analysis of contract performance.
- Understand the mechanism and effects of work acceptance.
- Master the mechanism for implementing warranties related to acceptance.
- Document the contract performance summary.
- Transmit the operation report to the project teams.
- Ensure efficient archiving of the entire contract.
- Train and inform employees.

Hands-on work

Review of the main performance risks. Draw up a personal action plan:
determine the actions to be implemented to manage your contract by risk.
Implement a risk-based contract management tool.

Dates and locations

REMOTE CLASS

2026 : 8 June, 21 Sep., 30 Nov.

PARIS LA DÉFENSE

2026 : 22 Apr., 8 June, 21 Sep., 30 Nov.