

# Course : Managing project management during the site execution phase

**Practical course - 3.5 hours - Ref. 9OE**

**Price : 370 € E.T.**

During the execution phase of public works contracts, project managers can run into difficulties with their contractual commitments, most often in terms of administrative management. What approaches and tools can you use to better manage your EPC in the administrative and financial follow-up of public works contracts?

## Teaching objectives

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

- ✓ Framing the contractual relationship with the prime contractor
- ✓ Identify the risks of prime contractor failure
- ✓ Determine the [[critical]] clauses [ of the SCC

## Intended audience

Administrative and financial departments in the public sector, operational departments in the public sector, operations managers.

## Prerequisites

No special knowledge required.

## Practical details

### Teaching methods

3 h 30 in a workshop to better prepare the drafting of special administrative clauses (CCAP) specific to public works contracts. Case study, analysis of specific clauses. Optimization of the drafting of a project management contract. Quizzes. Sharing and feedback.

## Course schedule

### PARTICIPANTS

Administrative and financial departments in the public sector, operational departments in the public sector, operations managers.

### PREREQUISITES

No special knowledge required.

### 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.

## 1 Analyze companies' payment requests

- Identify the process for handling advance payments and the draft final statement drawn up by companies.
- Manage the risks inherent in the failure of the prime contractor.
- Integrate "safeguards": incentives and coercive measures.

### Exercise

Case study: analysis of a clause guaranteeing the prime contractor's interest in meeting payment deadlines. Optimize the drafting of a prime contractor's contract to prevent default by the contractor.

## 2 Proper drafting of service orders

- Reminder of the respective obligations of project owner and prime contractor (CCAG 2009-2021 comparison).
- Set up a contractual division of labor.
- Frame the distribution of "work orders" to contractors, based on the CCAG travaux 2021.

### Exercise

Quiz: The obligations of the project owner and the contractor. Analysis of a clause concerning the compartmentalization of work orders sent to the contractor between the project owner and the contractor. Optimize the drafting of a project management contract to avoid interference by the project owner in the tasks assigned to the project manager.

## 3 Operational supervision of work acceptance

- Understand the procedure as defined by the CCAG travaux.
- Know the role and obligations of the project manager: formalities, deadlines.
- Use contractual tools to contain any excesses on the part of the prime contractor.

### Exercise

Ensuring that project managers comply with the acceptance procedures set out in the CCAG 2021. Sharing and feedback.

## 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.