

Course	The Essentials of Project Management
Course outline	<p>This hands-on, one-day course covers the fundamental aspects of undertaking a project using a structured approach. This could include a minor project or a section of a larger project. You will learn about the basic concepts of project management, key aspects of establishing the project parameters, how to develop a project plan, activities involved in administering and monitoring the project, and finalising and reviewing the project to identify lessons learned for application to future projects.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff currently involved or likely to work on a minor project or on a part of major project in a local government context.
Topics covered	<ul style="list-style-type: none"> ➤ Section 1: Introduction to project management <ul style="list-style-type: none"> ○ What is project management? ○ Purpose of project management ○ Project management lifecycle ○ Project management roles and responsibilities ○ Project management methodologies and approaches ➤ Section 2: Establishing project parameters <ul style="list-style-type: none"> ○ Scope ○ Stakeholders, responsibilities, and delegation authorities ○ Resources ➤ Section 3: Develop a project plan <ul style="list-style-type: none"> ○ Risk management plan ○ Budget ○ Schedule ○ Project management tools ○ Finalise and get approval ➤ Section 4: Administer and monitor project <ul style="list-style-type: none"> ○ Communication ○ Recordkeeping ○ Monitoring and controlling ➤ Section 5: Finalise and review project <ul style="list-style-type: none"> ○ Completing the records ○ Project documentation and sign off ○ Reviewing outcomes against scope and plan ○ Documenting feedback and lessons learned
Delivery mode	Face-to-Face in a workshop format.
Duration	Full day (9.00 AM-4.00 PM).

* PS: This is not an accredited course. A Certificate of Attendance will be issued to all participants on completion of this training.

Course	Advanced Contracting in Local Government
Course outline	<p>This course covers the advanced aspects of contracting in local government sector; from inception until closure of the contract. To get the desired outcomes from the contracts, it is crucial that the contract framework is understood well, and a management plan is in place. Focussing on contractor relationship, ensuring best performance from them and managing disputes and variations as required are critical for the success of a contract.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff who is involved in procurement and or contract management in a local government context.
Pre-requisite	To gain the best outcome from this course, it is expected that either you have attended LGP course “Contracting in Local Government- The Essentials or already have a good understanding of the basics of contracting.
Topics covered	<ul style="list-style-type: none"> ➤ Section 1: Contract management framework <ul style="list-style-type: none"> ○ Contract management strategy ○ Legal aspects ○ Contract governance ➤ Section 2: Contract setup <ul style="list-style-type: none"> ○ Planning for contract management ○ Contract Management Plan ○ Responsibilities of a contract manager ○ Contract risk management ○ Prepare to manage contract administration ➤ Section 3: Manage the contract <ul style="list-style-type: none"> ○ Administration ○ Contractor Relationship Management ○ Performance management ○ Disputes ➤ Section 4: Manage contract issues <ul style="list-style-type: none"> ○ Variations ○ Change management ➤ Section 5: End of the contract <ul style="list-style-type: none"> ○ Decision making ○ Discharging the contract ○ Manage closeout
Delivery mode	Face-to-Face in a workshop format.
Duration	Full day (9.00 AM-4.00 PM).

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Course	Procurement and Contracting in Local Government- The Essentials
Course outline	<p>This course focusses on the key aspects of procurement and contracting, specifically relevant in the local government sector. It aims at building foundation knowledge and skills around the essentials of procurement and administration of the contracts through the following two modules:</p> <p>Module1: Procurement in Local Government: The Essentials Module 2: Contracting in Local Government: The Essentials</p> <p>The activities, case studies and the examples shared by the skilled and experience facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff who is involved in procurement and or contract management in a local government context.
Topics covered	<p>Module1: Procurement in Local Government: The Essentials (9.00 AM to 12.30 PM)</p> <ul style="list-style-type: none"> ➤ Understanding Procurement <ul style="list-style-type: none"> ○ What is procurement? ○ Strategic procurement ○ Sustainable procurement ○ eProcurement ➤ Governance <ul style="list-style-type: none"> ○ Legislative framework ○ Guiding principles ➤ Procurement process <ul style="list-style-type: none"> ○ Stages ○ Methods ➤ Procurement Risk management ➤ Probity in procurement <p>Module 2: Contracting in Local Government- The Essentials (1.00 PM to 4.30 PM)</p> <ul style="list-style-type: none"> ➤ Introduction to contracting <ul style="list-style-type: none"> ○ Understanding contract management ○ Legislative framework ○ Phase of contract management ➤ Confirm and establish contract requirements <ul style="list-style-type: none"> ○ Terms and conditions ○ Performance expectations ○ Communication and reporting ○ Probity ➤ Administering contract <ul style="list-style-type: none"> ○ Receipt and acceptance ○ Ensuring quality and compliance ○ Payment ○ Risks ○ Performance ➤ Contract conclusion <ul style="list-style-type: none"> ○ End of contract ○ Closeout
Delivery mode	Face-to-Face in a workshop format.
Duration	Full day (9.00 AM-4.30 PM).

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Course	Procurement Planning & Specification Development and Tender Evaluation & Contract Awarding
Course outline	<p>This course will help to build the foundation skills and knowledge around planning for procurement, developing specification, evaluating tenders and awarding of the contracts.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff who is involved in procurement and or contract management in a local government context.
Topics covered	<p>Module1: Procurement Planning and Specification Development (9.00 AM to 12.30 PM)</p> <ul style="list-style-type: none"> ➤ Procurement Planning <ul style="list-style-type: none"> ○ Assess requirements ○ Plan for procurement ➤ Fundamentals of specification <ul style="list-style-type: none"> ○ Relevance ○ Types ➤ Specification development <ul style="list-style-type: none"> ○ Process ○ Structure and contents ○ Writing specification ➤ Going to the market <ul style="list-style-type: none"> ○ Tendering options ○ Tendering documents <p>Module 2: Tender Evaluation and Contract Awarding (1.00 PM to 4.30 PM)</p> <ul style="list-style-type: none"> ➤ Pre-requisites of tender evaluation <ul style="list-style-type: none"> ○ Evaluation plan ○ Evaluation panel ➤ Tender evaluation <ul style="list-style-type: none"> ○ Criteria ○ process ○ Methods ➤ Select preferred provider <ul style="list-style-type: none"> ○ Evaluation outcome ○ Negotiation ➤ Develop and award the contract ➤ Post contract award <ul style="list-style-type: none"> ○ Debriefing ○ Information sharing and recordkeeping
Delivery mode	Face-to-Face in a workshop format.
Duration	Full day (9.00 AM-4.30 PM).

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