

CIPFA Procurement Network

Key Stages of an Effective Contract Management Process

A Master Class in Managing Contracts with well-known expert Walter Akers

Webinar

19 May 2021

Purpose

This event will support organisations and practitioners achieve best value from existing contracts and help drive future efficiency savings. The landscape for public services is changing rapidly, with new service delivery models and providers entering the market, however, contract and supplier relationship management remains a significant area of weakness in many organisations. Your relationships and contracts with third party suppliers are amongst your organisation's most valuable assets. **Are you equipped with the knowledge and skills to manage them?**

Learning Outcomes

How will you benefit?

- understanding the required contract management processes and controls based on a comprehensive leading practice contract management framework
- how to analyse and categorise key contracts and supplier relationships to identify those that need specific attention
- risks and opportunities throughout the contract life cycle – with a practical emphasis on what to do when contracts and commercial relationships are at their most vulnerable and critical to high impact activities
- explanation of commercial risk transfer and how this should be factored in contracts

Who Will Benefit

Whether you are a business leader dependent on third party contracts for your success, a contract manager looking to improve your effectiveness, a purchasing / procurement specialist wanting to refresh and broaden your skills, a programme manager responsible for delivering a significant project using third parties, this contract management webinar will help you get the best out of your contractual relationships.

Programme

09.15 – 09.30 **Join the Webinar**

09.30 – 09.40 **Welcome, Introductions and Overview of the Webinar**
Mohamed Hans, Solicitor, Procurement Advisor,
CIPFA Procurement & Commissioning Network

09.40 – 11.00 **Contract Management – Across a Contract’s Whole Lifecycle**
In this session, delegates will be given an explanation of a range of techniques to deploy in improving contract management:

- what can we learn from the contract between the European Commission and AstraZeneca?
- different way of looking at contracts - what goes wrong and why
- developing an effective contract management strategy
- the value capture and erosion journey – what goes wrong and why?
- why whole life contract management?
- the contract life cycle and key risks at each stage (pre and post award)

Key Learning Outcome: Understanding where value is capture and where it is lost on contracts

11.00 – 11.15 **Comfort Break**

11.15 – 12.35 **Why Contract structure and Business objectives Should Drive Contract Management**

- contractual risk transfer and what this means for contract management
- the 12-box model for identifying risks and opportunities in contracts
- case study exercise on different types of contract structure
- alignment of contracts to business strategy, risk and governance
- developing a self-assessment toolkit for contract managers

Key Learning Outcome: How do we identify risks and opportunities in contracts that require contract management focus

12.35– 12.50 **Five Skills a Good Contract Manager Must Master**
This session will cover key skills a contract manager needs to have, including:

- get key parties/ stakeholders to work together
- business awareness
- be a good talker
- technical knowledge
- strong negotiator
- detailed knowledge of contractual terms

12.50 – 13.15 **Plenary Session - Discussion, summary & close**

CIPFA Sustainability Policy

CIPFA is delivering all of our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email in advance of the event. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.