

## 24.3.0 PROJECT AND CONTRACT MANAGEMENT

### 24.3.1 Introduction

This module unit is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her to manage projects and contract.

### 24.3.2 General Objectives

By the end of the sub-module unit, the trainee should be able to:

- a) apply project planning, implementation and evaluate projects
- b) cope with contractual issues on project management.

### 24.3.3 Module Unit Summary and Time Allocation

Code	Sub-Module Units	Content	Time (Hours)
24 3.01	Introduction to Project Management	<ul style="list-style-type: none"><li>• Meaning of project and project management</li><li>• Importance of project management</li><li>• Characteristics of projects</li><li>• Types of projects</li><li>• Projects organisation structures</li></ul>	6
24 3.02	Project Life Cycle	<ul style="list-style-type: none"><li>• Meaning of project life cycle</li><li>• Importance of project life cycle</li><li>• Stages in project life cycle</li><li>• Factors affecting each stage of the projects life cycle</li></ul>	20
24 3.03	Project Planning	<ul style="list-style-type: none"><li>• Meaning of project planning</li><li>• Features of a good projects plan</li><li>• Factors to be considered when planning project</li><li>• Types of project plan</li><li>• Developing a project plan</li><li>• Constraints in project planning</li><li>• Techniques applied in project planning</li></ul>	20
24 3.04	Project Tendering	<ul style="list-style-type: none"><li>• Project tendering process</li><li>• Types of project tenders</li><li>• Project tendering methods verses other contracting methods</li></ul>	20

Code	Sub-Module Units	Content	Time (Hours)
24.3.05	Contract Management	<ul style="list-style-type: none"> <li>• Types of contracts</li> <li>• Issues in contract management</li> <li>• Contractual relationships</li> <li>• Techniques of monitoring, evaluating and controlling of contract</li> <li>• Aspects covered in processing payments for contracts</li> </ul>	20
29.3.6	Emerging Trends and Issues in Project and Contract Management	<ul style="list-style-type: none"> <li>• Emerging trends and issues in project and contract management</li> <li>• Challenges posed by the emerging trends and issues in project and contract management</li> <li>• Ways of coping with challenges from emerging trends and issues in project and contract management</li> </ul>	4
<b>Total</b>			<b>90</b>

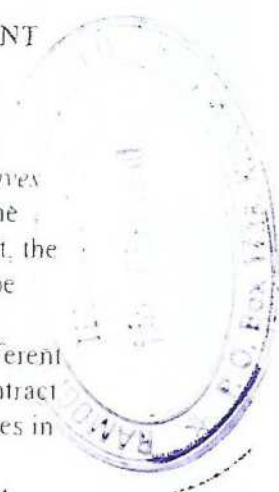
24.3.01	<b>INTRODUCTION TO PROJECT CONTRACT MANAGEMENT</b>	24.3.01T2	Importance of project management
		24.3.01T3	Characteristics /features of projects
	Theory		- Long-term
			- High capital investment/outlay
24.3.01T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:		- Novel/unique
	a) explain the meaning of the terms project and project management	24.3.01T4	- Involves multi-term approach
	b) explain the importance of project management		- Multi-faced resources mobilization
	c) describe the characteristics/features of projects		Types of projects
	d) discuss different types of projects		- Research and development projects
	e) discuss the various projects organisation structures.		- Manufacturing projects
		24.3.01T5	- Constructions projects
			Turn key projects
24.3.01C	<b>Competence</b> The trainee should have the ability to distinguish different types of projects		Project organisation structures
		24.3.01F	- Functional structures
			- Matrix structures
			- Team structures
			<b>Practice</b>
24.3.01T1	<i>Content</i> Meaning of terms		<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to identify different types of projects
	- Project		
	- Project management		

24.3.01P1	<p><i>Content</i> Class discussion on the different types of projects</p> <p><i>Suggested Teaching/Learning Resources</i></p> <ul style="list-style-type: none"> <li>- Text Books</li> <li>- Chalk Board/White Boards</li> </ul>	<p>project life cycle</p> <p>d) analyse the factors affecting each stage of the project life cycle.</p>
	<p><i>Suggested Teaching/Learning Activities</i></p> <ul style="list-style-type: none"> <li>- Discussion</li> <li>- Explanation</li> <li>- Note-taking</li> <li>- Observation</li> </ul>	<p>24.3.02C      <b>Competence</b></p> <p>The trainee should have the ability to procure materials at stages of project life cycle</p>
	<p><i>Suggested Evaluation Methods</i></p> <ul style="list-style-type: none"> <li>- Written tests</li> <li>- Assignments</li> </ul>	<p>24.3.02T1      <i>Content</i> Meaning of project life cycle</p> <p>24.3.02T2      Importance of project life cycle</p> <p>24.3.02T3      Stages in project life cycle</p> <ul style="list-style-type: none"> <li>- Identification of project</li> <li>- Analysis of the feasibility of the project</li> <li>- Selection of project</li> <li>- Implementation of project</li> <li>- Evaluate performance of project</li> <li>- Post evaluation</li> </ul> <p>24.3.02T4      Factors affecting each stages of the project life cycle</p>
24.3.02	<p><b>PROJECT LIFE CYCLE</b></p>	
	<p><b>Theory</b></p>	
24.3.02T	<p><i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:</p> <ul style="list-style-type: none"> <li>a) explain the meaning of project life cycle (PLC)</li> <li>b) explain the importance of project life cycle</li> <li>c) describe the stages in</li> </ul>	

	Practice		
24.3.02P	<i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to illustrate the project life cycle		a) explain the meaning of project planning b) explain the features of a good project plan c) explain the factor to be considered in project plan d) discuss various types of project plan e) develop a project plan f) explain the constraints in project planning g) explain various techniques applied in project planning
24.3.02P1	<i>Content</i> Illustration of project life cycle		
	<i>Suggested Teaching/Learning Resources</i> - Text Books - Chalk Board/White Boards		
	<i>Suggested Teaching/Learning Activities</i> - Discussion - Explanation - Note-taking - Observation		
	<i>Suggested Evaluation Methods</i> - Written tests - Assignments	24.3.03C	<b>Competence</b> The trainee should have the ability to effectively participate in the project planning process
24.3.03	<b>PROJECT PLANNING</b>	24.3.03T1	<i>Content</i> Meaning of project planning
	<b>Theory</b>	24.3.03T2	Importance of project planning
24.3.03T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:	24.3.03T3	Features of a good project planning - Simple - Time frame - Supported by funds - Not ambiguous - Staff requirement

24.3.03T4	<p>Factors considered in project planning</p> <ul style="list-style-type: none"> <li>- Finance</li> <li>- Technical Staff</li> <li>- Time</li> <li>- Materials</li> <li>- Organisation Plan</li> <li>- Organisation Policies</li> </ul>		<p><i>Suggested Teaching/Learning Activities</i></p> <ul style="list-style-type: none"> <li>- Discussion</li> <li>- Explanation</li> <li>- Note-taking</li> <li>- Observation</li> </ul>
24.3.03T5	Types of project plan		<p><i>Suggested Evaluation Methods</i></p> <ul style="list-style-type: none"> <li>- Written tests</li> <li>- Assignments</li> </ul>
24.3.03T6	Developing project plan		
24.3.03T7	Constraints in project planning		
24.3.03T8	<p>Techniques applied in project planning</p> <ul style="list-style-type: none"> <li>- Critical Path Analysis (CPA)</li> <li>- Gantt chart</li> <li>- Programme Evaluation and Review Techniques (PERT)</li> <li>- Reporting</li> </ul>	24.3.04	<p><b>PROJECT TENDERING</b></p> <p><b>Theory</b></p>
	<b>Practice</b>		
24.3.03P	<p><i>Specific Objective</i></p> <p>By the end of the sub-module unit, the trainee should be able to prepare a procurement plan for the project plan</p>	24.3.04T	<p><i>Specific Objectives</i></p> <p>By the end of the sub-module unit, the trainee should be able to:</p> <ol style="list-style-type: none"> <li>a) describe the project tendering process</li> <li>b) discuss different types of project tenders</li> <li>c) discuss project tendering methods vs. other contracting methods.</li> </ol>
24.3.03P1	<p>Preparation of procurement plan for the project plan</p> <p><i>Suggested Teaching/Learning Resources</i></p> <ul style="list-style-type: none"> <li>- Text Books</li> <li>- Chalk Board/White Boards</li> </ul>	24.3.04C	<p><b>Competence</b></p> <p>The trainee should have the ability to manage the project tendering process</p> <p><i>Content</i></p> <p>Project tendering process</p> <ul style="list-style-type: none"> <li>- Pre-qualification</li> </ul>
		24.3.04T1	

	<ul style="list-style-type: none"> <li>- Invitation to tender</li> <li>- Receipt of bids</li> <li>- Opening</li> <li>- Evaluating</li> <li>- Selection of winner</li> <li>- Award of contract</li> </ul>		<ul style="list-style-type: none"> <li>- Note-taking</li> <li>- Observation</li> </ul>
24.3.04T2	Types of project tenders	24.3.05	
	<ul style="list-style-type: none"> <li>- Restricted</li> <li>- Negotiated</li> <li>- Concessioning</li> <li>- Design and build</li> </ul>		
24.3.04T3	Project tendering methods versus other contracting methods	24.3.05T	
	<b>Practice</b>		
24.3.04P	<p><i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to prepare project tender documents</p>		
24.3.04P1	<p><i>Content</i> Preparation of tender documents</p> <p><i>Suggested Teaching/Learning Resources</i></p> <ul style="list-style-type: none"> <li>- Text Books</li> <li>- Chalk Board/White Boards</li> <li>- Markers Pen</li> <li>- Exercise Books</li> </ul> <p><i>Suggested Teaching/Learning Activities</i></p> <ul style="list-style-type: none"> <li>- Discussion</li> <li>- Explanation</li> </ul>		<p><i>Suggested Evaluation Methods</i></p> <ul style="list-style-type: none"> <li>- Written tests</li> <li>- Assignments</li> </ul> <p><b>CONTRACT MANAGEMENT</b></p> <p><b>Theory</b></p> <p><i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:</p> <ol style="list-style-type: none"> <li>a) identify different types of contract</li> <li>b) discuss issues in contract management</li> <li>c) explain the contractual relationship between contractor and client</li> <li>d) discuss techniques applied in monitoring evaluating and controlling of contract</li> <li>e) explain the aspects covered in processing payments for projects contract.</li> </ol>



easytvet.com

24.3.05	<b>Competence</b> The trainee should have the ability to effectively manage contractual relationship		- Payments schedule - Methods of payments - Closure of contract
			<b>Practice</b>
24.3.05T1	<i>Content</i> Types of contracts	24.3.05P	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to
24.3.05T2	Issues in contract management - Contract variation - Claims (contractual and ex-gratia) - Extensions of time - Settlements of disputes		a) discuss issues in contractual relationship b) process project document required for payment
24.3.05T3	Contractual relationship - Contractor and client - Contractor and sub-contractors - Clients and sub-contractors	24.3.05P1 24.3.05P2	<i>Content</i> Discussion on issues on contractual relationship Processing project documents required for payment
24.3.05T4	Techniques applied in monitoring evaluation and control of contracts - Programme Evaluation and Review Technique (PERT) - Gantt Charts - Reports - Critical Path Analysis (CPA)		<i>Suggested Teaching/Learning Resources</i> - Text Books - Chalk Board/White Boards
24.3.05T5	Aspects covered in processing project contract payments - Contract payment - Certification of documents		<i>Suggested Teaching/Learning Activities</i> - Discussion - Explanation - Note-taking - Observation



	<i>Suggested Evaluation Methods</i>		
	Written tests		coping with emerging issues in project management
	- Oral tests		
	- Assignments		
24.3.06	<b>EMERGING TRENDS AND ISSUES IN PROJECT AND CONTRACT MANAGEMENT</b>	24.3.06T1	<i>Content</i> Emerging trends and issues in project and contract management
		24.3.06T2	Challenges faced in project and contract management
		24.3.06T3	Ways of coping with challenges from emerging trends and issues in project and contract management
	<b>Theory</b>		
24.3.06T	<i>Specific Objectives</i> By the end of the sub-module unit, the trainee should be able to:	24.3.06P	<i>Practice</i>  <i>Specific Objective</i> By the end of the sub-module unit, the trainee should be able to identify emerging trends and issues in project and contract management
	a) identify emerging trends and issues in project and contract management		
	b) identify challenges in project and contract management		
	c) formulate coping mechanisms for emerging trends and issues in project and contract management.		<i>Content</i> Identification of trends and issues in project management
24.3.06C	<b>Competence</b> The trainee should have the ability to analyse and formulate mechanisms of		

*Suggested  
Teaching/Learning  
Resources*

- Text Books
- Chalk Board/White Boards
- Exercise books
- Rulers
- Foolscaps
- Reference materials

*Suggested  
Teaching Learning  
Activities*

- Discussion
- Explanation
- Note-taking

*Suggested  
Evaluation Methods*

- Written tests
- Assignments
- Examinations

easyvet.com