24.3.0 PROJECT AND CONTRACT MANAGEMENT

24.3.1 Introduction

This module unit us 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	 Meaning of project and project management Importance of project management Characteristics of projects Types of projects Projects organisation structures 	6
24 3.02	Project Life Cycle	 Meaning of project life cycle Importance of project life cycle Stages in project life cycle Factors affecting each stage of the projects life cycle 	20
24 3.03	Project Planning	 Meaning of project planning Features of a good projects plan Factors to be considered when planning project Types of project plan Developing a project plan Constraints in project planning Techniques applied in project planning 	20
24.3.04	Project Tendering	 Project tendering process Types of project tenders Project tendering methods verses other contracting methods 	20

Code	Sub-Module Units	Content	Time (Hours)
24.3.05	Contract Management	 Types of contracts Issues in contract management Contractual relationships Techniques of monitoring, evaluating and controlling of contract Aspects covered in processing payments for contracts 	20
29.3.6	Emerging Trends and Issues in Project and Contract Management	 Emerging trends and issues in project and contract management Challenges posed by the emerging trends and issues in project and contract management Ways of coping with challenges from emerging trends and issues in project and contract management 	4
ŗ	otal	<u> </u>	90

24.3.01	INTRODUCTION	24.3.0112	Importance of
	TO PROJECT		project management
	CONTRACT	24.3.0113	Characteristics
	MANAGEMENT		/features of projects
	30		- Long-term
	Theory		- High capital
242.017	6		investment/outlay
24.3.01T	Specific Objectives		- Novel/unique
	By the end of the		 Involves multi-term
	sub-module unit, the		approach
	trainee should be		- Multi-faced
	able to		resources
	a) explain the		mobilization
	meaning of the	24.3.0174	Types of projects
	terms project and		- Research and
	project		development
	management		projects
	b) explain the		- Manufacturing
	importance of	cO,	projects
	project		 Constructions
	management		projects
	c) describe the	1	Turn key projects
	characteristics/fe)	
	atures of projects d) discuss different	24.3.0175	Project organisation
	types of projects		structures
	e) discuss the		- Functional
	various projects		structures
	organisation		- Matrix structures
	structures.		- Team structures
	<u> </u>		D
24.3.01C	Competence		Practice
	The trainee should	24.3.01P	Specific Objection
	have the ability to	21.2.013	Specific Objective By the end of the
	distinguish different		sub-module unit, the
	types of projects		trainee should be
	Jane Jane Jane Jane Jane Jane Jane Jane		able to identify
	Content		different types of
24.3.01T1	Meaning of terms		projects
	- Project		projects
	- Project		
	management		

24.3.01P1	Content Class discussion on the different types of projects Suggested Teaching/Learning Resources - Text Books - Chalk Board/White		project life cycle d) analyse the factors affecting each stage of the project life cycle.
	Boards	24.3.02C	Competence
	Suggested Teaching/Learning Activities - Discussion - Explanation		The trainee should have the ability to procure materials at stages of project life cycle
	- Note-taking		Content
	- Observation	24.3.02T1	Meaning of project
	Suggested Evaluation Methods	24.3.02T2	life cycle Importance of project life cycle
	Written testsAssignments	24 3.02T3	Stages in project life cycle - Identification of
24.3.02	PROJECT LIFE CYCLE Theory		project - Analysis of the feasibility of the project
24.3.02T	Specific Objectives By the end of the sub-module unit, the trainee should be able to: a) explain the		 Selection of project Implementation of project Evaluate performance of project Post evaluation
	meaning of project life cycle (PLC) b) explain the importance of project life cycle c) describe the stages in	24.3.02T4	Factors affecting each stages of the project life cycle

	n		
	Practice		a) explain the
24 3 02P	Specific Objective		meaning of
n i e nex	By the end of the		project planning
	sub-module unit, the		b) explain the
	trainee should be		features of a
	able to illustrate the		good project
	project life cycle		plan
	project me cycle		c) explain the
	Content		factor to be
24.3 02P1	Illustration of project		considered in
	life cycle		project plan
	me cycle		d) discuss various
	Suggested		types of project
	Teaching/Learning		plan
	Resources		e) develop a project
	- Text Books		plan
	- Chalk Board/White		f) explain the
	Boards		constraints in
	Doalds		project planning
	Caronaria J	cO_{I}	g) explain various
	Suggested	X	techniques
	Teaching/Learning Activities		applied in
	- Discussion	1	project planning
	- Explanation	5	
	Note-taking	24.3 03C	Competence
	- Observation		The trainee should
	Observation		have the ability to
	Suggested		effectively
	Evoluation Methods		participate in the
	- Written tests		project planning.
	- Assignments		process
24.3.03	PROJECT	24.3.03T1	Content
	PLANNING	24.2.0.11	Meaning of project
		24.3.03T2	planning
	Theory	24.5.0512	Importance of
	J	24.3.03T3	project planning
24.3.03T	Specific Objectives	24.3.0313	Features of a good
	By the end of the		project planning
	sub-module unit, the		- Simple
	trainee should be		- Time frame
	able to:		- Supported by funds
	Solve to.		- Not ambiguous
			- Staff requirement

24.3.03Т4	project planning		Suggested Teaching/Learning
	- Finance		Activities
	- Technical Staff		- Discussion
	- Time		
	- Materials		- Explanation
	- Organisation Plan		- Note-taking
	Organisation		- Observation
	Policies		
24.3.03T5	Types of project plan		Suggested
24.3.03T6	Developing project		Evaluation Methods
	plan		- Written tests
24.3.03T7	Constraints in		- Assignments
24.3.0317			
24.2.0270	project planning	24.3.04	PROJECT
24.3.03T8	Techniques applied		TENDERING
	in project planning		00
	- Critical Path		Theory
	Analysis (CPA)		Theory
	- Gantt chart	24.3.047	Space City
	- Programme	- 1.5.0	Specific Objectives
	Evaluation and		By the end of the
	Review Techniques	x16	sub-module unit, the
	(PERT)		trainee should be
	- Reporting	75°,	able to
	Surroden.		 a) describe the
	Practice		project tendering
	racince		process
24.3.03P	Spacific Object		b) discuss different
21.5.053	Specific Objective		types of project
	By the end of the		tenders .
	sub-module unit, the		c) discuss project
	trainee should be		tendering.
	able to prepare a		methods vs.
	procurement plan for		other contracting
	the project plan		methods.
24.3.03P1	D		
1.100.6.5	Preparation of	24.3.04C	Competence
	procurement plan for		The trainee should
	the project plan		have the ability to
			manage the project
	Suggested		tendering process
	Teaching/Learning		shooting process
	Resources		Contact
	- Text Books	24.3.04T]	Content
	- Chalk Board/White	47.5.04]]	Project tendering
	Boards		process
			- Pre-qualification
	2		

	 Invitation to tender Receipt of bids Opening Evaluating Selection of winner Award of contract 	
24.3.04T2	Types of project tenders	24.3.05
	- Restricted	
	- Negotiated	
	- Concessioning	
	 Design and build 	24 3.05T
24 3.0473	Project tendering	
	methods versus other	
	contracting methods	
	Practice	
24 3.04P	Specific Objective By the end of the	ON
	sub-module unit, the	X
	trainee should be	
	able to prepare	T.
	project tender	9,
	documents	
	Content	
24.3 04PI	Preparation of	
	tender documents	
	Suggested	

Note-taking
 Observation

Suggested
Evaluation Methods

Written testsAssignments

CONTRACT MANAGEMENT

Theory

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

 a) identify different types of contract

b) discuss issues in contract management

c) explain the contractual relationship between contractor and chent

d) discuss techniques applied in monitoring evaluating and controlling of contract

e) explain the aspects covered in processing payments for projects contract.

Suggested
Teaching/Learning
Activities

Teaching/Learning

- Chalk Board/White

Resources

Boards

- Text Books

- Markers Pen

· Exercise Books

- Discussion
- Explanation

24.3.05	Competence The trainee should have the ability to effectively manage contractual relationship	 Payments sche Methods of payments Closure of com Practice	
	Content	4.3.05P Specific Objective	100
24.3.05T1	Types of contracts	By the end of the sub-module unit, trainee should be	the
24.3.05T2	Issues in contract	able to	
	management	a) discuss issue	sin
	- Contract variation	contractual	3 111
	- Claims (contractual	relationship	
	and ex-gratia)	b) process proje	ct
	- Extensions of time	document	
	- Settlements of	required for	
	disputes	payment	
24.3.05Т3	Contractual		
	relationship	Content	
		1.3.05P1 Discussion on iss	ues
	client	on contractual	
	 Contractor and sub- 	relationship	
		.3.05P2 Processing projec	
	- Clients and sub-	documents require	ed
24.2.0/24	contractors	for payment	
24.3 05T4	Techniques applied		
	in monitoring	Suggested	
	evaluation and	Teaching/Learnin	g ·
	control of contracts	Resources	
	- Programme	- Text Books	72
	Evaluation and	- Chalk Board/Wh	iile
	Review Technique (PERT)	Boards	
	- Gantt Charts	6	
		Suggested	
	- Reports - Critical Path	Teaching/Learning	3
		Activities	
24.3.05T5	Analysis (CPA)	- Discussion	
24.5.0515	Aspects covered in	- Explanation	
	processing project	- Note-taking	
	contract payments	- Observation	
	- Contract payment		
	- Certification of		
	documents		

	Suggested		
	Evoluation Methods		coping with
	Written tests		emerging issues in
	- Oral tests		project management
	- Assignments		
	7. Salgiments	24.3.06T1	Contem
24.3.06	EMERGING	24.5.0011	Emerging trends and
	TRENDS AND		issues in project and
	ISSUES IN	24.3.06T2	contract management
	PROJECT AND	44.5.0012	Challenges faced in
	CONTRACT		project and contract
	MANAGEMENT	24.3.0613	management
	· A A COLUMN TO THE COLUMN TO	24.2.0013	Ways of coping with
	Theory		challenges from
	,		emerging trends and
24.3.06T	Specific Objectives		issues in project and
	By the end of the		contract management
	sub-module unit, the		70
	trainee should be		Practice
	able to:	24.3.06P	C
	a) identify	24.3.001	Specific Objective
	emerging trends		By the end of the
	and issues in		sub-module unit, the
	project and		trainee should be
	contract		able to identify
	management		emerging trends and
	b) identify		issues in project and
	challenges in		contract management
	project and		Content
	contract		Identification of
	management		trends and issues in
	 c) formulate coping 		project management
	mechanisms for		, , management
	emerging trends		
	and issues in		
	project and		
	contract		
	management.		
24.3.06C	Competence		
	The trainee should		
	have the ability to		
	analyse and		
	formulate		
	maaka '		

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

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