



*Training Course:
Workshop on Advanced Project Management and
Contract Administration*

*20 - 26 October 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Workshop on Advanced Project Management and Contract Administration

Training Course code: MA236250 From: 20 - 26 October 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 6000 € Euro

Introduction

Project management is a modern and evolving discipline aimed at controlling resources and using them efficiently, while ensuring outstanding results within limited resources and tight timeframes. Experience has proven that developing strong project management practices is the most effective path to achieving high performance and organizational excellence.

For successful project management, objectives must be clear, fully supported by senior management, and implemented through planning, monitoring, risk management, and change management techniques. Equally important is having knowledge of the legal and administrative aspects related to contracts and tenders.

Workshop Objectives

By the end of this workshop, participants will be able to:

- Understand the nature of projects, their life cycle, and how they differ from operational activities.
- Acquire core project manager skills in leadership, motivation, and conflict resolution.
- Apply modern planning and scheduling methods and integrate them with cost and budget management.
- Manage quality, risks, and changes effectively.
- Gain insight into legal and administrative procedures of tenders and contracts.
- Handle claims and resolve disputes in projects.
- Apply knowledge gained through real-life case studies and lessons learned.

Target Audience

This workshop is designed for:

- Project managers.
- Contract and procurement managers.
- Project team leaders and supervisors.

- Engineers and technical staff involved in projects.
- Contractors and subcontractors.
- Professionals seeking to strengthen their knowledge and skills in project and contract management.

Workshop Outline 7 Days

Day 1: Introduction to Project Management

- Characteristics of projects and the need for management.
- Differences between projects and operational work.
- Project life cycle.
- Role of senior management Project Sponsor.
- Developing a successful project implementation plan.

Day 2: Project Manager's Skills and Roles

- Leadership and personal skills for project managers.
- Attributes of an effective leader.
- Managing teams and assigning responsibilities.
- Controlling conflicts and problem-solving strategies.

Day 3: Project Planning and Scheduling

- Fundamentals of project planning.
- Developing a project work plan.
- Scheduling techniques Critical Path Method - Fast Tracking.
- Differentiating between effort and duration.
- Time compression strategies.

Day 4: Cost and Quality Management

- Cost estimation techniques parametric, analogous, definitive.

- Budgeting and cost control methods.
- Quality management in projects.
- Deming's philosophy of continuous improvement.
- International quality standards.

Day 5: Risk and Change Management

- Definition and types of risks.
- Risk estimation techniques Monte Carlo simulation, multi-criteria decision-making.
- Risk mitigation and response planning.
- Earned Value Management EVM for performance monitoring.
- Change control: causes, procedures, and solutions.

Day 6: Contracts and Tenders in Projects

- Types of project contracts Public Works - Supply - Concessions.
- Tendering procedures and stages.
- Different contracting methods.
- Bid opening committees and bid evaluation.
- Legal considerations and cancellation procedures.

Day 7: Claims, Dispute Resolution, and Closing

- Claims in construction projects definition, sources, procedures.
- Claim analysis strategies.
- Claim documentation and submission.
- Dispute resolution methods amicable settlement - arbitration - litigation.
- Case study application.
- Lessons learned and final recommendations.

Registration form on the Training Course: Workshop on Advanced Project Management and Contract Administration

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