|  |  |  |
| --- | --- | --- |
| Unit Title: Managing project contracts | | |
| URN: K/504/1385 |  |  |
| Credit Value: 10 |  |  |
| Level: 4 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Be able to contribute to a procurement process** | | | |
| 1.1 Research external providers and use a pre-qualification process to draw up a short list for invitation to tender |  |  |  |
| 1.2 Develop contract specifications for the external tender process ensuring that mechanisms for managing risk are incorporated and the content of the specification is agreed with stakeholders |  |  |  |
| 1.3 Manage the provider selection process, providing clear requirements to providers and maintaining documentation |  |  |  |
| **2 Be able to contribute to the definition of contractual agreements with providers** | | | |
| 2.1 Recommend a supplier reimbursement strategy to suit the scale and complexity of the project (including fixed price, reimbursable, cost plus) |  |  |  |
| 2.2 Evaluate whether contract documentation contains clear information on provider services (including a hierarchy of conditions and precedence, clear mechanisms for performance management, payment, change management and exit strategy) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| 2.3 Recognise when specialist advice is required to ensure that the contract conditions contain sufficient information for the intentions of the parties to be clear and that the legal implications are fully understood |  |  |  |
| 2.4 coordinate multiple contracts with different providers to ensure congruence |  |  |  |
| **3 Be able to manage contracts with providers for project activities** | | | |
| 3.1 Develop a contract compliance monitoring plan including methods of recording and logging issues, and agree the content with stakeholders |  |  |  |
| 3.2 Agree protocols and procedures for monitoring contract compliance with providers, balancing the legal environment with the need to encourage positive engagement |  |  |  |
| 3.3 Manage contracts building effective working relationships with providers that ensure resources are delivered on time |  |  |  |
| 3.4 Coordinate the management of multiple provider contracts for project activities in parallel with other planning processes (including, schedule, resource, finance, risk management) |  |  |  |
| 3.5 carry out a review at the end of the contract to confirm all legal obligations have been met and where necessary a maintenance contract is established for goods provided |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: