



Drafting Contracts and Writing Scope of Work



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Meirc
Training & Consulting

Why Attend

The overall aim of this course is to provide participants with the knowledge and skills needed to write an accurate scope of work for projects and draft simple contracts. The course covers multiple tools that can help in analyzing the requirements of the end user and understanding the scope of the project or the product. Participants in this interactive course will learn about the process of drafting the scope of work by using templates and effective writing techniques. Furthermore, the course will cover the building blocks of a contract as well as the best practices used during related negotiations.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants, followed by discussions. In addition, this course incorporates pre and post testing.

Course Objectives

By the end of the course, participants will be able to:

- Identify the essential elements of a contract and recognize the importance of the scope of work
- Outline the objectives of a contractual relationship and leverage them into requirements needed to develop the scope of work
- Plan and prepare a solid scope of work using outlines and templates
- Define contract building blocks and draft simple contract provisions
- Write the narrative of a contract as well as different contract parts using best practices
- Evaluate the impact of negotiating contracts on a well written scope of work in the pre-award phase

Target Audience

Personnel involved in drafting scope of work and negotiating contract terms in order to ensure contract requirements are properly captured. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This program is worth 30 PDUs.

Target Competencies

- Contract preparation
- Writing scope of work
- Drafting contracts
- Preparing contract plan
- Negotiating scope of work
- Technical writing

Course Outline

- Overview
 - Defining contracts
 - Elements of contracts
 - Purpose of contracting
 - Defining rights and obligations
 - Defining scope of work
 - How to develop the scope
- Planning scope of work
 - Types of scope of work
 - Tools and techniques used to plan scope of work
 - Gathering requirements
 - Work breakdown structure
 - Product breakdown structure
 - Risk management and scope of work



- Outlining the scope of work planning process
- Developing the scope of work
 - Basic requirements of a scope of work
 - How to develop the scope?
 - Topics which must be included in scope of work
 - Scope of work formats
 - Rules of scope of work writing
 - Drafting fundamentals
 - Principles of good writing
 - Framing your thoughts
 - Phrasing your sentences
 - Choosing your words
- Contract building blocks
 - Representations and warranties
 - Covenants and promises
 - Rights and obligations
 - Conditions to obligations
 - Discretionary authority
 - Declarations and facts
- Contract drafting fundamentals
 - Drafting with or without precedent
 - Drafting contract parts:
 - Introductory provisions
 - Definitions and defined terms
 - Action sections
 - Other substantive business provisions
 - Endgame provisions
 - General provisions
 - Signature lines
- Negotiation and drafting
 - Contract development and negotiation
 - Price versus risk
 - Negotiation process



Associations

Project Management Institute (PMI)® : Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.



Chartered Institute of Logistics and Transport (CILT) : Meirc is an Approved Training Provider (ATP) in the region for the Chartered Institute of Logistics and Transport (CILT). Established in 1919, CILT is the world's leading supply chain, logistics and transport professional body with over 33,000 members across the globe. CILT seeks to add value to individual and corporate members by enhancing their knowledge, careers, and businesses by setting, supporting and delivering professional standards and education in the fields of logistics, transport and supply chain. By attending Meirc's CILT accredited courses, participants can earn CPD units as well as attain modular unit award courses that can be combined for international certification



Location & Date

8 - 12 Dec, 2019	English	Dubai	Sofitel Downtown Dubai
21 - 25 Jun, 2020	English	Dubai	To be assigned
8 - 12 Nov, 2020	English	Dubai	To be assigned

Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019	US\$ 4800
Per participant - 2020	US\$ 4900

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

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This course is worth 30 PDUs.

Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
1 - 5 Sep, 2019	Project Management for Contract Professionals	English	Dubai	US\$ 4900
8 - 12 Sep, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4900
22 - 26 Sep, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 4900
13 - 17 Oct, 2019	Essential Skills for Contract Professionals	English	Dubai	US\$ 4900
20 - 24 Oct, 2019	Certified Contract Manager	English	Dubai	US\$ 5200
3 - 7 Nov, 2019	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 4900
17 - 21 Nov, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 4900
15 - 19 Dec, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4900
22 - 26 Dec, 2019	Certified Contract Manager	English	Dubai	US\$ 5200
19 - 23 Jan, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200
2 - 6 Feb, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
8 - 12 Mar, 2020	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 5200
15 - 19 Mar, 2020	Essential Skills for Contract Professionals	English	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 5200
5 - 9 Apr, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 5200
12 - 16 Apr, 2020	Contract Management for Non-Contract Professionals	English	Dubai	US\$ 5200
31 May - 4 Jun, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200
14 - 18 Jun, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
23 - 27 Aug, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200
6 - 10 Sep, 2020	Tendering: Contract Preparation and Bid Evaluation	Arabic	Dubai	US\$ 5200
13 - 17 Sep, 2020	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 5200
27 Sep - 1 Oct, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
4 - 8 Oct, 2020	Contract Management for Non-Contract Professionals	English	Dubai	US\$ 5200



Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
11 - 15 Oct, 2020	Project Management for Contract Professionals	English	Dubai	US\$ 5200
25 - 29 Oct, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 5200
1 - 5 Nov, 2020	Essential Skills for Contract Professionals	English	Dubai	US\$ 5200
15 - 19 Nov, 2020	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 5200
29 Nov - 3 Dec, 2020	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 5200
6 - 10 Dec, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
27 - 31 Dec, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200



Meirc Timeline

2018

Meirc celebrates its 60th anniversary

2015

Meirc relocates to its newly acquired HQ office in Bay Square, Business Bay, Dubai

2014

Meirc adds PLUS Specialty Training, a new division providing technical and industry-specific courses

2007

Meirc opens an office in Jeddah, Saudi Arabia

2004

Meirc opens an office in Abu Dhabi, UAE

1997

Meirc is the 1st training company in the region to have its own website

1991

Meirc becomes headquartered in Dubai, UAE

1988

Meirc celebrates its 30th anniversary with its advisory committee (Aramco, Bapco, KOC, QPC)

1967

Meirc builds its own office building in Beirut

1958

Meirc is founded in Beirut by the late Simon Siksek

