

The Project Leadership SeriesSM

Presented by the
**MARTHA AND SPENCER LOVE
SCHOOL OF BUSINESS**

at

Elon University

In collaboration with



Learning
Leading
Collaborating

T A N D E N

**“Leading through
teaching and inspiring
others.”**

Recommended Prerequisites:

- None

Recommended Follow-Up Courses:

- Fundamentals of Project Management
- Project Risk Management
- PMP® Certification Exam Preparation
- Leadership Skills for the Project Professional
- The PMO:
Leading the Project
Delivery Organization

For more info, contact:

ELON ExecEd

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Elon, NC 27244

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Contracting for the Project Leader **July 28, 2008**

The *Contracting for the Project Leader* seminar is a half-day, instructor-facilitated, seminar session designed to introduce attendees to better practices, processes, and techniques that will help the project management practitioner identify, evaluate, monitor, and control external resources.

Subject Matter

In today's business environment, project delivery organizations must deal with inherent resource constraints (e.g., resource availability, limited skill). As a result, organizations must look to external sources to support the project effort. Contracting with outside vendors and providers is the most common mechanism for fulfilling these needs.

This seminar introduces participants to the sourcing and procurement processes as they relate to project management. The perspective will be from the "buyer" of project support services. This session explores the needs assessment, contract requirements, contract types, management and control mechanisms, and lessons learned in project contracting.

During the seminar, participants will learn about:

- ♦ Contract Essentials
- ♦ Standard Procurement Processes
- ♦ Types of Contracts
- ♦ Contract Monitoring and Control
- ♦ Considerations and Strategies
- ♦ Potential Contract Pitfalls

Recommended Attendees

This seminar will benefit any key project stakeholder that deals engages external resources (consultants, contractors, vendors, etc.) to help deliver projects.

Participants Will Receive

- ♦ Comprehensive Student Guide
- ♦ Standard Project Management Templates in Electronic Format
- ♦ Certificate of Participation
- ♦ 4 PDUs or Contact Hours / .4 CEUs

What Previous Attendees Have Said:

"A timely seminar. Many of my projects deal with vendors and this will help."
"Gave me great insight into the procurement and sourcing processes for projects."
"I'm now more aware of potential contract pitfalls related to my projects."

All Tanden LLC instructors are certified Project Management Professionals (PMP®) with many years of hands-on project leadership experience in a multitude of industries.



Earn your
**Elon University Executive Education
Certificate in Project Leadership**
By completing 4 courses* within 2 years

Core Courses:

Essentials of Project Management
Advanced and Applied Project Management

Elective Courses:

Project Risk Management
Leadership Skills for the Project Professional
Project Portfolio Management
Leading the Project Management Office (PMO)
PMP® Certification Exam Preparation

Seminars:

Project Management Executive Seminar
Risk Management in the Project Environment
Communication for Virtual Project Teams
Contracting for the Project Leader
Managing Multiple Projects

* Three seminars may be substituted to satisfy one elective course requirement.

NEW!!

The Project Leadership SeriesSM

ELON ExecEd

Promotional Partner



Register for: **Contracting for the Project Leader**

Dates: July 28, 2008, 1:00 p.m. - 5:00 p.m.

Registration Fee: \$295 | Team: \$265 for each additional registration - same organization

Early Bird Discount: Register for only \$265 on or before June 30, 2008 - SAVE \$30

I look forward to attending Contracting for the Project Leader. (July 28, 2008)

Name: _____

Firm: _____ Code: _____

Address: _____

Phone Number: _____

Email Address: _____

The deadline to register is July 14, 2008.

Please make checks payable to Elon University - ExecEd.

To Register

- Register online at www.Elson.edu/ExecEd
- Call 336-278-6091 or e-mail: execed@elton.edu
- Fax the form to 336-278-5952
- Mail the form with your check to the following address:
**Elon Executive Education
Love School of Business
2075 Campus Box
Elon, NC 27244**