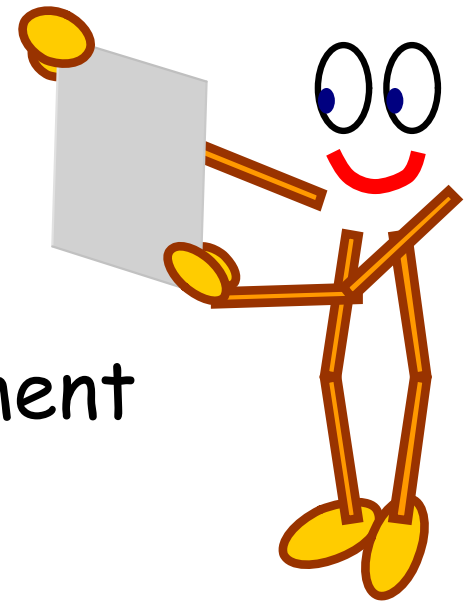


The Contract Management Plan

- Gives a background to the contract
- Defines who is involved
- Provides a basis for contract management
- Highlights risks & risk management strategies



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Policy & procedures

2. Communication policy: who can say what to whom...
3. **Preview from Notesale.co.uk**
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Reporting requirements:

What reports are required?

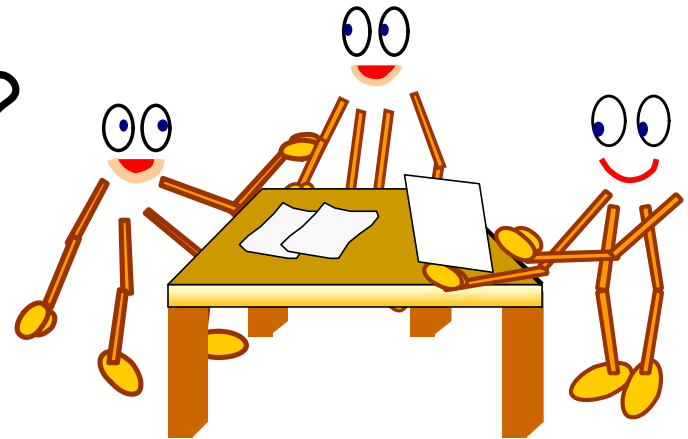
What should be included?

Format of presentation?

Who is responsible?

What frequency?

To whom should they be distributed?





Preparing a contract schedule

Take the contract you looked at in Action Point 3.4-1, and - based on the activities and milestones you identified - follow the steps of preparing a contract schedule up until the making of a Gantt chart with linkages.

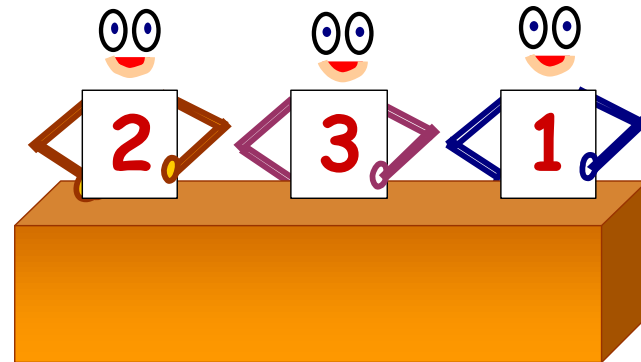
Steps to be taken:

- Screen activities and milestones
- Prepare activity milestone cards
- Lay out & sequence the activities and milestones
- Review and edit the sequence
- Draft the network flowchart
- Allocate responsibilities for activities and milestones
- Make time estimates
- Calculate the preliminary schedule and prepare a network chart
- Make a Gantt (bar) chart

Communicating priorities

★ You need to be aware of the relative priority of **TIME**, **COST** and **QUALITY**

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The Supply Positioning Model

