

# THE PROJECT CFO

Finance · Governance · Contracts · Risk Management · Procurement · Claims

This 2-day practical and interactive seminar is aimed at Project & Program Managers, designed to improve their understanding and skill-set in 4 critical, but often neglected areas of projects and programs: **Financial** Management & Governance, **Procurement** Management, **Risk** & Claims Management and **Contracts** Management.

**FEBRUARY 23-24 2017** | HOTEL & CONGRESS CENTER ANTUNOVIC ZAGREB

**16**  
PDUs



Presented by · Dr. Rick Graham · PMP



## Seminar Focus

- ✓ Aligning project financials with corporate strategy
- ✓ Setting, measuring and optimizing project financial KPIs
- ✓ Planning for effective contracting and procurement
- ✓ Selecting the right contract type and structure
- ✓ Managing contract risk and reward
- ✓ Aligning project objectives with contracting strategy
- ✓ Creating effective Statements of Requirements/Work
- ✓ Practical management of financial and contract risks in projects
- ✓ Proactive claim prevention
- ✓ Analyzing and managing contractual claims and disputes
- ✓ Understanding complex contractual structures
- ✓ Contracting for effective project delivery

**KTC International**  
Success through Competitive Intelligence

# THE PROJECT CFO

## Overview:

Despite the effectiveness of your project management, organizational success is measured in terms of its achievement of strategic objectives. Inevitably these objectives must include financial targets. Put simply, it is not sufficient to deliver projects to scope, time, cost and quality requirements. Projects must be clearly and measurably aligned with corporate program and portfolio objectives using appropriate performance indicators. They must optimize both revenue and costs targets, and efficient use of project working assets.

Similarly, despite project success, the achievement of corporate targets and particularly financial targets, are dependent on the nature of related contractual agreements. Whether your company is a buyer of services, a seller of services or both, organizational success is directly dependent on the nature of your contracts. An effective contracting strategy balances risk and opportunity between buyer and seller, and, importantly, motivates the right type of performance.

These are not intangible concepts: this seminar takes a wide-ranging view of the finance, contractual, and risk concepts of successful and profitable project delivery, fully aligned with corporate objectives. More importantly it reviews the practical methods and measurements that your organization can put in place.

The seminar will provide a good working knowledge of each practical area, sufficient to initiate these tools and techniques in practice. The seminar uses worked examples and class discussion to ensure that participants are able to apply tools in their real-world working environment.

## Who Should Attend:

- ✓ Project Managers
- ✓ Senior Project Managers
- ✓ Portfolio and Program Managers
- ✓ Financial Managers
- ✓ Business Analysts

All others with responsibility for financial and contractual governance of projects, programs and portfolios.

## Benefits of Attendance:

At the end of this seminar participants will:

- ✓ Understand the significance of project financial indicators
- ✓ Understand key financial indicators and how to apply them to projects
- ✓ Have a working knowledge of most important tools and techniques
- ✓ Understand the principles of effective contracting
- ✓ Understand how to practically integrate concepts of project risk, financial targets and contractual risk in order to achieve project and corporate success

# THE PROJECT CFO

## DAY 1 MORNING: PROJECT FINANCIAL MANAGEMENT & GOVERNANCE

### SESSION 1: THE PROJECT AS A BUSINESS ENTITY

- ✓ Financial responsibility within the project
- ✓ Understanding project financial statements
- ✓ Aligning project financial KPIs with corporate strategy
- ✓ Setting and measuring project financial KPIs
- ✓ Optimizing project revenues and costs
- ✓ Optimizing project asset utilization

### SESSION 2: PROJECT COST OPTIMIZATION

- ✓ Understanding cost behavior
- ✓ Discounted cash flow methods
- ✓ Applying Economic Value Added analysis
- ✓ Optimizing risk profile

## DAY 1 AFTERNOON: PROJECT PROCUREMENT MANAGEMENT

### SESSION 3: DEVELOPING A CONTRACTING AND PROCUREMENT STRATEGY

- ✓ Planning for effective contracting and procurement
- ✓ Integrating multiple contracts
- ✓ Managing and allocating risks in contracts
- ✓ Contracting methods
- ✓ Optimizing contract pricing and contract incentives
- ✓ Selecting the right contract type and structure

### SESSION 4: CONTRACT DEVELOPMENT

- ✓ Linking contracting strategy to project objectives
- ✓ Writing effective Statements of Requirements/Work
- ✓ Defining evaluation criteria
- ✓ Issuing procurement documents
- ✓ Identifying hidden costs in contracts
- ✓ Selecting the right supplier

## DAY 2 MORNING: PROJECT RISK & CLAIMS MANAGEMENT

### SESSION 5: MANAGING CONTRACT AND FINANCIAL RISK

- ✓ Risk and uncertainty
- ✓ An effective risk management process
- ✓ The nature of financial and contract risks
- ✓ Practical identification of contractual risks

### SESSION 6: CLAIMS MANAGEMENT

- ✓ Legal analysis of claims
- ✓ Identifying valid claims
- ✓ What may a contractor claim for?
- ✓ What may a seller claim for?
- ✓ Effective dispute resolution

## DAY 2 AFTERNOON: PROJECT CONTRACTS MANAGEMENT

### SESSION 7: KEY LEGAL CONCEPTS

- ✓ Legal structure of complex contractual agreements
- ✓ Contracting Parties and Authority to Contract
- ✓ The golden 10 Terms and Conditions
- ✓ Contract Interpretation

### SESSION 8: EFFECTIVE CONTRACT MANAGEMENT

- ✓ Essential contract documentation
- ✓ Performance monitoring and control
- ✓ Change management
- ✓ Terminating or closing the contract

### CLOSING SESSION AND ACTION PLANS

Seminar starts each day at 8:30am and finishes at 4:30pm. Lunch a 3 coffee-breaks are provided.  
All participants will receive the Certificate of Attendance. The course is in line with PMBOK Guide 5th edition and provides  
16 PDUs / Training Hours.

# THE PROJECT CFO

## Seminar Leader:



**DR. RICHARD A. GRAHAM, PMP** has been involved in projects for over 20 years. He has been active with a wide range of industries, including pharmaceuticals, chemicals, engineering and manufacture, construction, information systems and telecommunications and has held senior roles in Astra Pharmaceuticals, Eli Lilly, IMC and British Alcan.

Rick has a special interest in the risk and recovery aspects of projects, as well as in project contracting. He teaches a module of the MBA and Operational Research courses of a major UK business. Rick is a certified Project Management Professional® by PMI® and is a member of PMI's Risk Management Special Interest Group.

Rick is a popular key-note speaker and course facilitator on the number of project management topics, including Risk, Governance, Financial Aspects and Recovery of Projects, as well as Program & Portfolio Management.

His recent assignments include delivering project consultancy and management training work for British Telecom, Deutsche Telecom, BP, Bechtel Corporation, Dubai Construction Authority, Vodafone, Siemens, Skanska, Tetrapak, Microsoft, Nokia, Ericsson, Gazprom and Intesa Sanpaolo Group among others. Rick is also a certified lawyer and certified public accountant in the UK.

Rick is well-known to PMI communities in his home country of UK, Belgium, Finland, Germany, the Netherlands, Norway, Sweden, Switzerland, the US, Middle East, Central & Eastern Europe, as well as the far-flung places of the African continent; and recently Australia. Throughout past years he has been active as regular presenter on PMI Annual gatherings, delivering several world-class workshops, including:

### MANAGING PROJECTS



ON A REDUCED BUDGET IN 2010

### MANAGING PROJECT RISK



IN 2011

### RECOVERING TROUBLED



PROJECTS IN 2012

### MANAGING PROJECT



RESOURCES IN 2013

### PROJECT PORTFOLIO



& PMO MANAGEMENT IN 2014 & 2015

### STRATEGIC RESOURCES



MANAGEMENT IN 2016

# THE PROJECT CFO

To reserve your participation please complete the registration form and send it to [operations@ktcintl.com](mailto:operations@ktcintl.com)

PARTICIPANTS' INFORMATION				EVENT DETAILS – Please choose your event!	
Name				<b>THE PROJECT CFO</b>	
Job Title				February 23-24, 2017	
e-mail				Hotel & Congress Center Antunovic	
Name				Zagreb, Croatia	
Job Title				REGISTRATION FEES	
e-mail				Please mark the appropriate box!	
Name				Standard registration fee for single delegate	€ 1,295 / delegate
Job Title				PMP/PMI-Member fee with 10% discount for single delegate	€ 1,165 / delegate
e-mail				<b>4+1 Free seat:</b> Register 5 delegates now and <b>save € 1,295</b> (20% discount)	€ 5,180 for 5 delegate (€ 1,036 average)
Name					
Job Title					
e-mail					
Name				All above listed fees are <b>gross</b> . Discounts & Promotional Offers <b>cannot</b> be combined. In case of multiple discounts availability, the higher discount applies.	
Job Title					
e-mail					
REGISTERING ORGANIZATION				AUTHORIZATION	
Name				I certify that the above information is correct. I am aware of the prerequisites of the registration.	
EU VAT No.				Name	
Street				Job Title	
City				Signature	
Country		Post Code		Date	
Phone No.					
TERMS & CONDITIONS					
Hotel Accommodation & Airport Transfer					
Accommodation is not included in the training participation fee. To arrange accommodation at the conference venue, you will receive a reservation form with our Special Corporate Rate. Please arrange the room reservation and airport transfer directly with the hotel.					
SALES CONTRACT					
<b>This registration form constitutes a legally binding sales contract between the Executor and the Client. All terms are mutually accepted and agreed in good faith.</b>					
<b>1. Fees:</b> Registration fees are inclusive of program materials, luncheons and refreshments, but exclude accommodation and travel expenses.					
<b>2. Payment terms:</b> Following the receipt of the registration form, all payments are due within 5 (five) business days. All payments must be received before the commencement of the event. After registration all payments must be executed within the terms herewith irrespective of attendance. Should a portion of the Contract price be subject to state, federal, or local taxation, or VAT if applicable, the Executor reserves the right to add such charges to the final invoice or recover such sums from the Client at the time when they become due.					
<b>3. Cancellation/Substitution:</b> Substitution is allowed by providing a written notice is given to the Executor, not later than 2 working days before the event. Otherwise all registrations carry a 50% cancellation liability of the contract value immediately after an authorized registration form has been received by The Executor. By signing this registration form the client agrees that in case of any dispute or cancellation The Executor will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason The Executor decides to postpone or cancel the event, The Executor is not responsible for covering airfare, hotel or any other cost incurred by the clients. Any cancellation received in less than 10 working days before the event carries 100% payment liability. No refund, partial refund or any alternative offer shall be made.					
<b>4. Indemnity:</b> The Executor reserves the right to change the event content, date, and venue should circumstances require. In such cases no penalty, partial refund or refund or alternative offer shall be made. In the event of the Executor permanently cancels the event for any reason whatsoever, and provided that the event is not postponed or merged with any other event at a later date, the Client shall receive full payment returned in 14 business days after the proposed initial date of the event. The client hereby indemnifies and holds the Executor harmless from and against any and all costs, damages, expenses including attorney fees, which are incurred by the Client.					
<b>5. Copyright:</b> All intellectual property rights in all materials produced and distributed by the Executor are expressly reserved and any unauthorized duplication, publication or distribution is prohibited without written permission of the Executor.					