MANAGING AND SUPERVISING PROJECTS, CONSULTANTS AND CONTRACTORS



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Introduction

Managing and Supervising Projects, Consultants and Contractors examines how owners and clients keep projects under control while third parties deliver the work. This Training Course covers project governance, consultant appointment, contractor supervision, and performance control. Participants study scope definition, deliverables, payment certification, and site supervision routines. Furthermore, the programme connects management discipline to delivery outcomes through case review and supervision simulations. As a result, delegates leave able to direct consultants and contractors with clear expectations and measurable accountability.

Managing and Supervising Projects, Consultants and Contractors Course Objectives

- Define the client's role in governing projects delivered by others.
- Appoint and brief consultants with clear terms of reference.
- Set performance expectations for contractors and service providers.
- Apply scope, deliverable, and acceptance criteria discipline.
- Manage project schedules, milestones, and progress verification.
- Supervise quality through inspection, testing, and acceptance.
- Control payment certification, valuation, and variation approvals.
- Apply HSE, permit, and site access requirements to third parties.
- Run performance reviews, escalation, and corrective action.
- Manage contract closeout, defects, and lessons-learned review.

Course Methodology

- Interactive workshops using real project supervision cases.

- Structured terms-of-reference and scope writing exercises.
- Supervision and site inspection simulation with coached feedback.
- Guided review of progress reports and payment certificates.
- Case analysis of contractor disputes and supervision failures.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Project directors, managers, and client representatives.
- Resident engineers and site supervisors.
- Contract administrators and quantity surveyors.
- Procurement officers managing service providers.
- Consultants' project and design managers.
- Contractors' project and commercial managers.
- Quality, HSE, and audit professionals.

Managing and Supervising Projects, Consultants and Contractors Course Outlines

Day 1: Project Governance and the Client's Role

- Defining the client's governance responsibilities.
- Delivery models: traditional, design-build, and management contracting.
- Project charter, objectives, and success criteria.
- Authority, delegation, and approval thresholds.
- Stakeholder mapping and communication planning.
- Project management office (PMO) and reporting cadence.

- Risk ownership and escalation routes.

Day 2: Appointing and Managing Consultants

- Consultant roles: design, supervision, and project management.
- Terms of reference and scope of services.
- Fee structures and time-based versus lump-sum appointments.
- Deliverable schedules and review cycles.
- Design review, comments, and approval workflows.
- Consultant performance measurement and evaluation.
- Managing consultant changes and scope extensions.

Day 3: Supervising Contractors on Site

- Contractor mobilisation and site readiness checks.
- Programme review, method statements, and work plans.
- Site supervision routines, daily logs, and reporting.
- Permit-to-work, isolation, and HSE oversight.
- Quality control: inspection and test plans (ITP).
- Materials approval, samples, and benchmarking.
- Coordination between trades, consultants, and client teams.

Day 4: Progress, Payment, and Change Control

- Progress measurement and verification methods.
- Milestone certification and schedule compliance.
- Interim payment certificates and valuation rules.
- Retention, guarantees, and advance payment management.

- Variation orders, dayworks, and additional works approval.
- Claims notification and time bar awareness.
- Change control board and decision logging.

Day 5: Performance Review, Closeout, and Improvement

- Contractor performance reviews and scorecards.
- Escalation, warning notices, and corrective action plans.
- Completion, taking over, and defects liability management.
- Final accounts, retention release, and warranty tracking.
- Closeout documentation and as-built records.
- Lessons-learned reviews and supplier evaluation.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Managing and Supervising Projects, Consultants and Contractors, participants will have acquired a practical command of project governance, consultant appointment, contractor supervision, and performance control. They will know how to write effective terms of reference, verify progress and quality, and manage payment and variations properly. In addition, the course prepares delegates to run performance reviews and closeout with disciplined records. As a result, they return to work ready to supervise third-party delivery with confidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Managing and Supervising Projects, Consultants and Contractors course

Q1 What is the "Managing and Supervising Projects, Consultants and Contractors" course about?

It is a five-day programme that explains how owners and clients govern projects delivered by external parties. It covers project governance, consultant appointment, contractor supervision, progress and payment control, change management, performance review, and closeout.

Q2 What are the key benefits of the "Managing and Supervising Projects, Consultants and Contractors" course?

Participants gain the ability to set clear expectations for consultants and contractors, verify progress and quality with evidence, and control payment and variations properly. They also learn to manage escalation, closeout, and defects so that responsibility does not fall back on the client.

Q3 What skills will I gain from the "Managing and Supervising Projects, Consultants and Contractors" course?

Project governance and terms-of-reference drafting, consultant and contractor performance management, site supervision with quality and HSE oversight, and progress, payment, and change control with closeout administration.

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Q4 What tools, methods, or standards are covered in the "Managing and Supervising Projects, Consultants and Contractors" course?

The course covers project charters and governance structures, terms of reference and scope of services documents, deliverable schedules and design review workflows, method statements and programme reviews, inspection and test plans (ITP), permit-to-work and isolation procedures, interim payment certificates and valuation rules, retention and advance payment guarantee management, variation order and dayworks procedures, time bar awareness for claims notices, contractor performance scorecards, and closeout and defects liability documentation.

Q5 How is the "Managing and Supervising Projects, Consultants and Contractors" course applied in real-world practice?

Delegates apply it through project charters, consultant appointments, terms of reference, supervision logs, inspection reports, progress reports, payment certificates, variation orders, warning notices, performance scorecards, final accounts, and closeout files. They also use it to brief client teams on governance duties and to evaluate consultants and contractors for future work.