

# TOAL Plus

Embassy Suites

San Marcos, TX

September 28–30, 2016



## ***Essentials of Contract Management***

Presented by Phil Brasher  
Government Procurement Services

**Description:** The purpose of this workshop is to provide essential information to contract personnel to establish a successful contract management program. As it is critical that government properly manage contracts, the workshop is designed to acquaint students with all aspects of the contracting process, including best practices and processes. The workshop contains lecture and discussion, as well as small group exercises and case studies.

### **Who Should Attend:**

- All contract personnel responsible for the administration or management of public contracts.
- Anyone who creates or manages contracts.

### **Workshop Includes:**

- Contract management overview
- Project planning
- Preparing the specification
- The procurement process
- Contract administration
- Change management
- Contract closeout

### **Schedule:**

- Wednesday, September 28
  - 1:00 pm . 5:00 pm
- Thursday, September 29
  - 8:00 am . 5:00 pm
- Friday, September 30
  - 8:00 am . 12:00 pm