

STUDENT REGISTRATION:
MANAGING CONTRACTS AS A PROJECT

Date: **January 5 & 6, 2010**
 April 14 & 15, 2010

Time: **8:30 am – 4:30 pm**

Location: ODOT HRC - 2775 19th Street SE - Salem, Oregon
 To Be Announced – in Salem, Oregon

Training Cost:
\$195.00 Per Person (14 points)
Class Size Limit: 25
Instructor: Sandra Kalin
Prerequisite: OPBC or CPPB/ CPPO

Who Should Attend	Course Objectives
<ul style="list-style-type: none"> ● Project and Program Managers ● Contract Administrators ● Purchasing personnel/buyers ● Field staff who manage contracts ● Anyone who touches the contract process! 	<ul style="list-style-type: none"> ● Understand effective contract development and administration processes ● Review roles and responsibilities of agency staff to manage contracts during all phases of the contract process from a project management perspective ● Determine effective ways to track & document deliverables ● Identify potential risks in contract development and ways to avoid costly errors ● Review best practice in supplier relations during the entire contract process ● Explore dispute resolution strategies

REGISTRATION INFORMATION

First Name	Middle Ini.	Last Name
Agency Name	Division Name	
Agency Address		
Agency City	Agency State	Agency Zip
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name:		Direct Supervisor's Name:

PAYMENT METHOD

<input type="checkbox"/> Check# _____ Payable To: DAS Procurement Training Unit	Accounts Payable Contact: _____ Payable Phone Number: _____
<input type="checkbox"/> INVOICE Agency Agency# _____	Agency Billing Address: _____ _____
PCA# 80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 16	
<input type="checkbox"/> Visa/MC# _____ - _____ - _____ Expires: _____ Name on Card: _____	

Return Completed Registration form with payment to:
 DAS State Procurement Training Unit, 1225 Ferry Street SE, U140 Salem OR 97301
 or FAX (503) 373-1626