# WA State Contract Management 101 (total 2 hours 45 minutes)

Required training for all employees who manage, monitor, or serve, as subject matter experts on contracts will teach the approach to manage contractors, ensure compliance to the statement of work, and ensure contractor performance. This course is provided in four modules.

## Performance Objectives upon completion of this course participants will be able to:

* Apply contract management processes and agency best practices
* Define the roles and responsibilities of contracting professionals
* Demonstrate an understanding of how the procurement and planning process relates to contract management
* Demonstrate the importance of contract execution and monitoring in effective contract management
* Demonstrate the important of pre-award planning
* Demonstrate familiarity with Washington agency and industry best practices
* Describe contract execution and why it matters
* Explain the three phases of contract management
* Practice the basics of contract management and monitoring
* Determine how to extend and modify a contract
* Recognize the different types of contracts and payment/pricing models
* Recognize and apply post-award activities
* Recognize the contract management cycle
* Recognize contract issues and practice how to address them

**Competencies covered in this course: C**ontract management, communications, development and continual learning

**Intended audience.** Department of Enterprise Services and the Training Advisory Group (TAG) developed a list of common job duties under each training category to help employees determine which course(s) they need to take. For the detailed list, refer to Training by Job Duty Tool under Related Information on the [Contract Training](https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development/contract-management-program) website.

**Brief Description by Module**

| **Module 1 (1 hour)**  **Contract Management Overview** | **Module 2 (36 minutes)**  **Contract Management Phases and Functions** | **Module 3 (34 minutes)**  **Essential Elements of Contract Management** | **Module 4 (35 minutes)**  **Contract Changes, Disputes, Appeals,** |
| --- | --- | --- | --- |
| * Define Contract management * The Basics of a Contract * Purchasing Approaches, Pricing Models, and Risk * Contracting Tools To Guide you | * Three Phases of Contract Management * The importance of pre-award planning * Award Activities: Contract execution and why it matters * Post-Award activities | * The Contract is signed, now what? * Essential elements of contract monitoring * How to implement contract management | * When things don’t go as planned * When the agency and contractor disagree * Best practices and lessons learned |

**Prerequisites:** Complete each module in order.

**Course availability and Completion Assessment:** All eLearning courses are available in the LMS. Use of the participant workbook is encouraged. Access the workbooks on the [course resource](https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development/training-workbooks-resource-guides/CM101) webpage. Completion of module assessments will indicate credit on the LMS employee training profile.

**Cost:** None