

# Contract Management Institute Agenda

**Wednesday, August 9th**

Time	Topic
8:00 – 8:20 am	<b>Institute Overview: Introductions &amp; Opening Remarks</b>
8:20 – 8:45 am	<b>Background &amp; Perspective</b> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Value</li> </ul>
8:45 – 9:15 am	<b>Contract Management Framework</b> <ul style="list-style-type: none"> <li>• Contract Lifecycle</li> <li>• Higher Education Focus</li> <li>• Class Discussion</li> </ul>
9:15 – 10:00 am	<b>Contract Strategy</b> <ul style="list-style-type: none"> <li>• From CPO Point-of-View</li> <li>• Contract Segmentation</li> <li>• Procurement Team Responsibilities</li> <li>• Case Study</li> <li>• Small &amp; Large Group Discussion</li> </ul>
10:00 – 10:15 am	<b>Break</b>
10:15 – 11:30 am	<b>Contract Execution</b> <ul style="list-style-type: none"> <li>• Requirements Definition</li> <li>• Terms &amp; Conditions Management</li> <li>• Contract Closure</li> <li>• Case Study</li> <li>• Small &amp; Large Group Discussion</li> </ul>
11:30 – 12:30 pm	<b>Lunch</b>
12:30 – 2:30 pm	<b>Obligations Management</b> <ul style="list-style-type: none"> <li>• User v. Procurement Responsibilities</li> <li>• Management Techniques</li> <li>• Case Study</li> <li>• Small &amp; Large Group Discussion</li> </ul>
2:30 – 2:45 pm	<b>Break</b>
2:45 – 4:30 pm	<b>Contract Performance</b> <ul style="list-style-type: none"> <li>• Results Tracking Strategy</li> <li>• Strategic v. Preferred v. Tactical Suppliers</li> <li>• Case Study</li> <li>• Small &amp; Large Group Discussion</li> </ul>



## Thursday, August 10th

Time	Topic
8:00 – 9:30 am	<b>Renewal Management</b> <ul style="list-style-type: none"><li>• Participant Challenges</li><li>• Leading Practices</li><li>• Case Study</li><li>• Small &amp; Large Group Discussion</li></ul>
9:30 – 9:45 am	<b>Break</b>
9:45 – 11:15 am	<b>Participant Contract Management Experience</b> <ul style="list-style-type: none"><li>• Facilitated Q &amp; A</li><li>• Barriers &amp; Challenges</li><li>• Class Discussion</li></ul>
11:15 – 12:00 pm	<b>Conclusion</b> <ul style="list-style-type: none"><li>• Summary &amp; Review: Key Concepts and Learning Points</li><li>• Suggested Participant Action Plan</li></ul>