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Contract Management for Non-Specialists, a Bite-Sized Business Book, is aimed at business managers, project managers and sales people who are engaged with clients delivering services and products within a contractual framework.

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management and reviewing performance. It can be divided into two phases: upstream and downstream of the contract being awarded. The most successful contract management plan is one which includes a focus on upstream - or pre-award - activities.

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Contract life cycle management “is the process of systematically and efficiently managing contract creation, execution and analysis for maximising operational and financial performance and minimising risk” (Aberdeen Group). Please login here to Download PDF (1501kb) Information about Contract Management Guide

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The success of contract management is measured not by how well the contract was understood but by how successfully the goods and services were delivered. This book is dedicated to helping contract managers achieve that success. Contract Management for Non-Specialists, a Bite-Sized Business Book, is aimed at business managers, project

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Bite Sized Books managers and sales people who are engaged with clients delivering services and products within a contractual framework. In around forty pages it distils twenty years of experience of developing, negotiating and managing contracts, and it provides an introduction to contracts and managing them for non-lawyers. It is not designed to replace legal advice from qualified practitioners but will enable you to find your way round a contract, understand legal terms or find out what they mean, and allow you to have confidence in managing a contract either with a supplier or on behalf of a

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supplier. A contract is focused on payment for a promise - and this simple understanding will help you come to terms with the range of issues that you will have to contend with in contract management. This book and the role of the contract manager isn't about dispute resolution, but about dispute prevention or, at least, mitigation. Disputes will arise in any sale of products and services and knowing where they are likely to occur, and how to defuse them if you can't resolve them will be crucial. By reading this book, and then having it at your side, you will be able to understand how to read a contract actively -

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Bite Sized Books that is looking for the triggers, flash points and issues, and then manage it over the lifetime of the contract. It clears away some of the mysteries and the mystification that surrounds contracts and is focused on the practical steps you have to take, as a non-lawyer, to be fair, focused and effective. Like all Bite-Sized Books it is deliberately short and to the point, and because it is based on successful practical experience in business, it is there to help you understand not only what to do but why those actions are significant. Underpinning the aim of the book is a strategy of

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communication with your opposite number - the contract manager for the other party - and with your own company. It is an invaluable guide for all non-specialists and even if you have great experience in the field, you will find it insightful and supportive.

Contract management is a key management skill, yet it is underplayed in most organizations, which usually default to project management skills as a proxy for contract management skills. Whilst project

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Bite Sized Books are equally essential, they are not the same thing. Contract Management looks at the wider contract management picture from an industrial-commercial perspective, and helps set-out typical structures and processes that assist the contract management task. The author uses diagrammatic representations to depict complex ideas. Contract Management includes "learning points" in each chapter, looking at handling problems, procedural changes and enhancing commercial performance.

Why publish the COR Handbook? I began my

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civil service career in 1977 at the Army Corps of Engineers after a stint in the Air Force and college. Eventually I worked my way up to a Senior level position at the Defense Intelligence Agency where I worked until I retired in 2016. I frequently chaired Selection Boards for Architect/Engineer (A/E) service contracts and for construction contracts, so I always had a copy of the FARs and the DFARs at hand. What bothered me about the 3 ring binders that held them was they were so big and bulky. Now that I am retired, I decided to publish the FARs, DFARs, AFARS and other book for acquisition professional

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Writing in a non-technical way, Peter Atrill presents a range of topics related to financial management whilst managing to avoid too much detail and unnecessary mathematical analysis. The book is aimed at an

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undergraduate level audience.

Almost 80% of CEOs say that their organization must get better at managing external relationships. According to The Economist, one of the major reasons why so many relationships end in disappointment is that most organizations 'are not very good at contracting'. This ground-breaking title from leading authority IACCM (International Association for Contract and Commercial Management) represents the collective wisdom and experience of Contract, Legal and Commercial experts from some of the world's

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Bite Sized Books leading companies to define how to partner for performance. This practical guidance is designed to support practitioners through the contract lifecycle and to give both supply and buy perspectives, leading to a more consistent approach and language that supports greater efficiency and effectiveness. Within the five phases described in this book (Initiate, Bid, Development, Negotiate and Manage), readers will find invaluable guidance on the whole lifecycle with insights to finance, law and negotiation, together with dispute resolution, change control and risk

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management. This title is the official IACCM operational guidance and fully supports and aligns with the course modules for Certification.

"This book provides up-to-date knowledge of space debris and valuable insights on how to grapple with this issue from legal, technical, economical and societal aspects. I would strongly recommend that everyone who is working on space development and utilizations and even non-specialists once read this book and think over how human being should be faced with this issue." -Prof. Shinichi

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Bite Sized Books Nakasuka, University of Tokyo, Japan Space Debris Peril: Pathways to Opportunities takes readers through the wide spectrum of problems created by space debris - including technical, political, legal and socio-economical aspects - and suggests ways to mitigate its negative consequences and create new opportunities. With chapter contributions from authors at world-renowned universities, private or public entities, and research institutes active in the field of space debris mitigation, space policy and law, risk and resilience, liability and insurance, this book provides a comprehensive introduction to

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Bite Sized Books the subject helping the reader to grasp the whole picture of the current space debris remediation challenges. This book will be of interest to the scientific communities, policy makers, business developers, (re)insurers and international standards developers for space operations and orbital debris mitigation. Also, it should appeal to a broader audience among non-specialists in various sectors and the general public. Key features: Brings together interdisciplinary perspectives on the topic in one, cohesive book Chapter contributions from specialists in this interdisciplinary field from around

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the globe Up-to-date information with the latest developments

The National Wildfire Coordinating Group provides national leadership to enable interoperable wildland fire operations among federal, state, local, tribal, and territorial partners. Primary objectives include: Establish national interagency wildland fire operations standards; Recognize

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Bite Sized Books that the decision to adopt standards is made independently by the NWCG members and communicated through their respective directives systems; Establish wildland fire position standards, qualifications requirements, and performance support capabilities (e.g. training courses, job aids) that enable implementation of NWCG standards; Support the National Cohesive Wildland Fire Management Strategy goals: to restore and maintain resilient landscapes; create fire adapted communities; and respond to wildfires safely and effectively; Establish information technology (IT)

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capability requirements for wildland fire; and Ensure that all NWCG activities contribute to safe, effective, and coordinated national interagency wildland fire operations. The "NWCG Standards for Interagency Incident Business Management" assists participating agencies of the NWCG to constructively work together to provide effective execution of each agency's incident business management program by establishing procedures for: - Uniform application of regulations on the use of human resources, including classification, payroll, commissary, injury compensation, and travel.

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Acquisition of necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations. - Management and tracking of government property. - Financial coordination with the jurisdictional agency and maintenance of finance, property, procurement, and personnel records, and forms. - Use and coordination of incident business management functions as they relate to sharing of resources among federal, state, and local agencies, including the military. - Documentation and reporting of claims. - Documentation of costs and cost management

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practices. Administrative processes for all-hazards incidents.

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