



## **Contract Management Training Program**

### **WA-State Contract Management 102**

Pre-Requisite

Total Time: Self-paced (Approximately 1-2 hours)

This series is a prerequisite to the Contract Management 201, 301, and 401 series. This three-module series follows Contract Management 101. It will introduce you to the concepts and fundamentals regarding contract administration, monitoring, and relationship management. To complete this prerequisite series, take the three modules and pass both of the exams within Modules 2 and 3.

**Learning Objectives.** Upon successful completion of this series, participants will be able to demonstrate the following four objectives:

- ✓ Use vendor relationships to achieve State business goals.
- ✓ Guarantee that all functions that touch the contract throughout the contract life cycle contribute to State business goals.
- ✓ Match appropriate contract requirements and level of contract management to the appropriate acquisition approach.
- ✓ Increase one's own influence with peers, leaders, vendors' employees, and vendor's leadership to drive vendor performance.

**Competencies.** This series covers the following five competencies:

- ✓ Contract administration.
- ✓ Contract monitoring.
- ✓ Relationship management.
- ✓ Identifying the appropriate relationship type, level of contract monitoring and management as well as the correct acquisition approach.
- ✓ Establishing effective relationships, behaviors, and governance mechanisms that are in line with the appropriate acquisition approach and appropriate type of relationship.

**Intended audience.** Department of Enterprise Services and the Training Advisory Group (TAG) developed a list of common job duties under the CM101 category. For the detailed list refer to [Training by Job Duty Tool](#) on the DES website.

**Prerequisite.** Contract Management 101 series

**Course Availability and Completion Exam.** All eLearning courses are available in the LMS. Use of the [WA-State Contract Management Manual](#) for participants is encouraged. Completion of module exams will indicate credit on the LMS employee training profile.

**Cost.** None

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**Resources and Job Aids.** The following two job aids accompany this series and are for your use during and after the training:

- ✓ CM 102 Stakeholder Matrix
- ✓ CM 102 Stakeholder Analysis

**Course Descriptions.** Brief descriptions by module:

<b>Module 1 (20 Minutes)</b> Program Introduction	<b>Goal:</b> Use the training program most effectively.
<b>Module 2 (self-paced 25-45 min)</b> The Connection Between the Acquisition Approach, Contract Type and Level of Contract Management	<b>Goal:</b> Use the agency/vendor relationship to meet business objectives.
<b>Module 3 (self-paced 25-45 min)</b> Increasing Your Influence with Stakeholders	<b>Goal:</b> Drive vendor performance with business objectives and challenges.