

5-day Interactive Training Course

Legal Project Management

Practical Legal Steps for Successful Project Closure

05 Aug - 09 Aug 2024	Dubai - UAE	US\$ 4,950
16 Sep - 20 Sep 2024	London - UK	US\$ 5,950
23 Dec - 27 Dec 2024	Toronto - Canada	US\$ 6,950
12 May - 16 May 2025	London - UK	US\$ 5,950
04 Aug - 08 Aug 2025	Dubai - UAE	US\$ 4,950
22 Sep - 26 Sep 2025	London - UK	US\$ 5,950
28 Dec - 01 Jan 2026	Toronto - Canada	US\$ 6,950



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About the Course

Project closure represents a critical phase where legal compliance, risk mitigation, and stakeholder satisfaction converge. Understanding the legal frameworks governing project closure is essential not only for minimising legal risks but also for optimising project outcomes.

This 5-day interactive Legal Project Management training course is essential at the intersection of law and project management in ensuring successful project closure. It is designed to equip professionals with the knowledge and practical skills needed to handle the legal aspects of project closure effectively.

Delegates will gain insights into legal project management principles, learning how to identify, assess, and manage legal risks throughout the project lifecycle. They will explore the nuances of documentation and record-keeping, ensuring that all project milestones and deliverables are appropriately documented to meet legal standards. Delegates will also explore the intricacies of contractual obligations, conducting thorough reviews to mitigate risks and maximise contractual compliance, covering the strategies for effective communication with stakeholders, including clients, regulatory bodies, and internal teams, to facilitate smooth project closure.

Beyond the operational aspects, this training program will address the resolution of legal issues and disputes that may arise during or after project closure. Delegates will learn about negotiation techniques, mediation processes, and, when necessary, litigation strategies to resolve disputes effectively while safeguarding project interests. They will be equipped with practical tools and strategies to ensure legal compliance, mitigate risks, and enhance project closure outcomes. Whether they are a project manager, legal professional, or involved in corporate governance, it provides invaluable insights into integrating legal considerations into project management practices for sustainable organisational success.

Core Objectives

The delegates will achieve the following objectives:

- Understand the legal frameworks and regulations that govern project closure, ensuring compliance and minimising legal risks
- Learn to identify, assess, and manage legal risks associated with project closure, thereby safeguarding organisational interests and enhancing risk management capabilities
- Develop proficiency in documenting project milestones, deliverables, and contractual obligations to meet legal standards and ensure thorough compliance throughout the project lifecycle
- Acquire skills in dispute resolution techniques such as negotiation, mediation, and litigation strategies, enabling effective resolution of

legal issues that may arise during or after project closure

- Acquire strategies for effective communication with stakeholders
- Know the ethical implications of project closure decisions and apply legal standards to maintain integrity and uphold professional ethics in project management practices
- Gain insights into evaluating project closure outcomes and applying continuous improvement strategies to enhance future project closure processes and outcomes

Training Approach

This training course employs a blend of interactive lectures and case studies to impart theoretical knowledge and practical insights. Delegates will engage in hands-on exercises and group discussions, facilitating active learning and applying legal project management principles to real-world scenarios. This approach ensures a comprehensive understanding of legal frameworks and enhances delegates' ability to navigate and manage legal complexities in project closure.

The Attendees

This training course is designed for professionals across various industries involved in project management or responsible for managing legal aspects within their organisations. It is particularly beneficial for project managers seeking to enhance their understanding of legal frameworks related to project closure, legal counsel looking to integrate legal compliance into project management practices, and compliance officers ensuring adherence to regulatory requirements throughout project lifecycles. Additionally, contract managers, risk managers, and corporate counsel will find value in gaining insights into mitigating legal risks and optimising project outcomes through effective legal project management strategies.

Likewise, it will be valuable to the professionals but not limited to the following:

- Project Managers
- Legal Counsel
- Legal Officers
- Compliance Officers
- Contract Managers
- Risk Managers
- Corporate Counsel
- Regulatory Affairs Professionals
- Operations Managers
- Business Development Managers
- Anyone involved in Project Management or Legal aspects of Business Operations

DAILY DISCUSSION

DAY ONE

UNDERSTANDING PROJECT CLOSURE AND LEGAL CONSIDERATIONS

- Definition and Importance of Project Closure
- Legal Basis for Project Closure
- Key Stakeholders and Their Roles
- Project Closure Checklist
- Legal Risks Associated with Incomplete Closure
- Impact of Legal Compliance on Project Success
- Review of Relevant Legal Precedents
- Introduction to Post-Project Legal Obligations
- Risk Management Strategies for Project Closure
- Role of Legal Counsel in Project Closure

DAY TWO

PREPARING FOR PROJECT CLOSURE

- Documenting Project Milestones and Deliverables
- Asset and Inventory Management
- Reviewing Contractual Obligations
- Assessment of Contractual Performance
- Financial and Budgetary Review
- Intellectual Property Rights Review
- Insurance Coverage Assessment
- Personnel and HR Considerations
- Environmental and Safety Compliance
- Preparing for Audit and Compliance Checks

DAY THREE

EXECUTING PROJECT CLOSURE

- Formalising Completion Documentation
- Final Project Review Meetings
- Handover Procedures and Protocols
- Closure of Accounts and Financial Statements
- Archiving and Record Retention
- Legal Notifications and Compliance Reporting
- Closure Certifications and Sign-Offs
- Client Acceptance and Satisfaction
- Stakeholder Communication Strategies
- Legal Considerations in Project Documentation

DAY FOUR

RESOLVING LEGAL ISSUES AND DISPUTES

- Identifying Potential Legal Issues
- Legal Risk Mitigation Strategies
- Claims Management
- Dispute Resolution Methods (Mediation, Arbitration, Litigation)
- Negotiation Tactics and Techniques
- Contract Termination Procedures
- Dealing with Non-Performance Issues
- Legal Liabilities and Responsibilities
- Insurance Claims and Coverage
- Legal Aspects of Settlement Agreements

DAY FIVE

FINALISING PROJECT CLOSURE

- Reviewing Legal Compliance
- Regulatory Compliance Checks
- Closure of Permits and Licenses
- Final Payments and Financial Settlements
- Tax and Accounting Considerations
- Post-Closure Audit Preparation
- Evaluation of Project Success
- Legal and Ethical Considerations
- Planning for Future Projects



THE CERTIFICATE

XCalibre Training Centre Certificate of Completion will be provided to delegates who attended and completed the training course.