

# € TRAINING

Contracts Administration from Award to  
Completion





# Contracts Administration from Award to Completion

## Introduction:

This training program is designed to equip participants with the essential skills and knowledge to manage contracts efficiently throughout their lifecycle, from award to completion. It empowers them to oversee contractual obligations effectively and ensure successful project outcomes.

## Program Objectives:

At the end of this program, participants will be able to:

- Master the principles and processes of effective contracts administration.
- Develop proficiency in interpreting and managing key contract clauses.
- Learn effective communication strategies for contract management.
- Implement strategies for managing change orders, variations, and claims.
- Resolve disputes constructively through negotiation and alternative dispute resolution ADR techniques.

## Targeted Audience:

- Contract administrators and specialists.
- Project managers and engineers.
- Procurement and purchasing professionals.
- Lawyers and legal professionals involved in commercial contracts.

## Program Outline:

### Unit 1:

#### Contract Fundamentals and Administration Principles:

- Types of Contracts and Scope of Work: Understanding different contract types lump sum, unit price, cost-plus and defining project scope in detail.
- Key Contract Clauses and Risk Allocation: Analyzing key contract clauses like payment terms, warranties, termination clauses, and risk allocation strategies.
- Contract Administration Framework and Documentation: Establishing a structured approach to contract

administration, maintaining comprehensive documentation, and communication protocols.

- **Roles and Responsibilities:** Understanding the roles and responsibilities of various parties involved in a contract, including the owner, contractor, and engineer.
- **Contract Kick-Off Meeting and Performance Monitoring:** Conduct effective kick-off meetings, establish performance measurement criteria, and monitor project progress against the baseline plan.

## Unit 2:

### Effective Contract Communication and Change Management:

- **Communication Strategies for Contract Management:** Employing clear and concise communication strategies for managing expectations, issuing instructions, and resolving issues.
- **Meeting Management and Negotiation Techniques:** Conducting effective meetings, negotiating win-win solutions, and documenting agreements clearly.
- **Managing Change Orders and Variations:** Understanding the process for managing change orders, including identification, negotiation, approval, and impact assessment on budget and schedule.
- **Contract Amendments and Documentation Management:** Effectively documenting and processing contract amendments, ensuring all changes are reflected in the official contract document.
- **Electronic Contract Management Systems:** Leveraging technology for efficient contract administration, communication, and document management.

## Unit 3:

### Claims Management and Dispute Resolution:

- **Types of Contractual Claims:** Understanding different types of claims, including delays, disruptions, and defective work, and their basis in the contract.
- **Claim Preparation and Documentation:** Developing a strong claim with proper documentation, including justification, impact assessment, and supporting evidence.
- **Contractual Dispute Resolution Mechanisms:** Exploring various dispute resolution mechanisms like negotiation, mediation, and arbitration, and choosing the most appropriate method.
- **Negotiation Strategies and Techniques:** Developing effective negotiation skills to reach favorable agreements on claims and contract issues.
- **Claims Resolution Documentation and Close-Out:** Effectively documenting the claims resolution process and achieving a formal settlement.

## Unit 4:

### Contract Performance Management and Risk Mitigation:

- **Monitoring Project Performance Against Schedule and Budget:** Utilizing project management tools and techniques to monitor performance, identify deviations, and take corrective actions.
- **Risk Management Strategies for Contracts:** Implementing proactive risk management strategies to identify, assess, and mitigate potential risks throughout the project lifecycle.
- **Contract Performance Evaluation and Reporting:** Developing performance evaluation criteria, conducting periodic assessments, and generating comprehensive performance reports.
- **Managing Contract Extensions and Delays:** Negotiating contract extensions, managing delays effectively, and minimizing their impact on project outcomes.
- **Ensuring Contract Compliance and Record Keeping:** Maintaining compliance with all contractual terms and conditions, and establishing a robust system for record-keeping.

## Unit 5:

### Contract Close-Out and Best Practices:

- **Final Inspections and Acceptance Procedures:** Conducting final inspections, identifying and resolving punch list items, and achieving project acceptance.
- **Contract Close-Out Documentation and Final Payments:** Completing all necessary documentation for contract close-out, processing final payments, and ensuring all deliverables are received.
- **Lessons Learned and Continuous Improvement:** Analyzing the project from a contractual perspective, identifying areas for improvement, and enhancing future contract administration practices.
- **Best Practices for Contract Administration:** Sharing successful case studies and industry best practices for efficient and effective contract administration.