

# € TRAINING

Contracts Administration From Award to  
Completion





# Contracts Administration From Award to Completion

## Introduction:

This training program offers participants a comprehensive understanding of the entire lifecycle of contract administration. It empowers them to navigate complex contractual processes, ensure compliance, and drive successful project outcomes.

## Program Objectives:

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

- Understand the fundamentals of contract administration from award to completion.
- Develop skills to manage contract performance and compliance.
- Learn techniques for handling contract changes and disputes.
- Implement strategies for risk management throughout the contract lifecycle.
- Enhance the ability to successfully close out contracts.

## Targeted Audience:

- Contract Administrators.
- Project Managers.
- Procurement Professionals.
- Legal Professionals.
- Business Executives.
- Compliance Officers.

## Program Outline:

### Unit 1:

#### Fundamentals of Contract Administration:

- Overview of contract administration principles.
- Key stages in the contract lifecycle.

- Roles and responsibilities of contract administrators.
- Legal and regulatory frameworks governing contract administration.
- Case studies on contract administration fundamentals.

## Unit 2:

### Managing Contract Performance:

- Techniques for monitoring and assessing contract performance.
- Ensuring compliance with contractual terms and conditions.
- Performance metrics and reporting in contract management.
- Handling contractor performance issues.
- Case studies on effective contract performance management.

## Unit 3:

### Handling Contract Changes:

- Understanding contract modification and amendment processes.
- Procedures for managing contract changes and variations.
- Negotiating and documenting contract changes.
- Assessing the impact of changes on contract performance and cost.
- Case studies on managing contract changes effectively.

## Unit 4:

### Risk Management in Contract Administration:

- Identifying and assessing risks throughout the contract lifecycle.
- Strategies for mitigating and managing contractual risks.
- Developing a risk management plan for contracts.
- Handling unforeseen events and disputes in contracts.
- Case studies on risk management in contract administration.

## Unit 5:

### Contract Closeout and Completion:

- Procedures for successfully closing out contracts.
- Ensuring all contractual obligations have been met.
- Documenting and archiving contract records.
- Conducting post-contract reviews and evaluations.
- Case studies on successful contract closeout and completion.