

€ TRAINING

Contracts Administration From Award to
Completion

A photograph of four smiling professionals in a meeting. A woman in a black top and beaded necklace is in the foreground, looking towards the camera. Behind her are three other people (two men and one woman) in white shirts, looking towards the right. The background is a bright, modern office setting. A large blue curved graphic element is overlaid on the top and right sides of the image.

30 September -
4 October 2024
Cambridge (UK)



Contracts Administration From Award to Completion

REF: U1364 DATE: 30 September - 4 October 2024 Venue: Cambridge (UK) - Fee: 5830 Euro

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.