

## Contract Administration An Intensive Workshop

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Business Continuity  
Institute  
Corporate Partnership

( 5 Days Training Course )





# Course content

## Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts, skills and tools necessary to manage and administer contracts post award. Participants in this interactive course will learn all the processes and activities required to implement contractual obligations. The course will also cover contract administration best practices.

## Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all the tools and techniques used during contract implementation. The course also features the use of a number of case studies and role plays by participants followed by plenary discussions.

## Course Objectives

**By the end of the course, participants will be able to:**

- Identify the major steps involved in contract preparation procedures including developing an effective scope of work
- Outline the major activities and steps of contract administration
- Identify administration tools that are used during the implementation as well as the role of the contract administrator
- Create a system to evaluate contractors and determine their strengths and weaknesses
- Explain the different types of variation orders, claims and damages

## Target Audience

All those involved in any aspect of implementing, managing or administering contracts; also those involved in any step of contract preparation and award in order for them to realize the importance of a well prepared contract.

## Target Competencies

- Contract Preparation
- Contract administration
- Change management
- Managing contractors
- Claims and disputes
- Dispute resolution

# Course content

## Course Outline

### Principles of contract

- Objectives of contract management
- Elements of a contract
- Classical contract framework
- Problems in preparing and managing contracts
- Competencies of contract administrators

### Contract preparation

- Contracting methods; bidding, negotiation
- Drafting of scope of work
- Decision analysis worksheet
- Implications of poor scope of work
- Terms and conditions
- Determining sourcing strategy
- Types of contracts:
  - Fixed price contracts
  - Cost reimbursable contracts
  - Time and material contracts

### Contract administration tools

- Key principle
- Contract provisions affecting implementation
- Tools and techniques for contract administration
- Dissection technique
- Issues and risks logs
- Records management system
- Contract change control system
- Roles and responsibilities
- Performance reporting
- Developing schedule plans
- Risk management plans
- Lessons learned

### Contractor evaluation

- Evaluating contractor's performance
- Contractor's ratings
- Key performance indicators
- Targets and benchmarks

### Claims and disputes

- Changes and variation orders
- Claims and disputes
- Breach of contract
- Money damages
- Equitable remedies
- Alternative dispute resolution (mediation and arbitration)

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