

informattech



CONTRACTS MANAGEMENT | CM-016

Contract Administration: Understanding and Implementing Contractual Obligations

UK

+44 33 000 111 90

info@informattech.co.uk

https://informattech.uk

63-66 Hatton Garden Hatton Garden

EC1N 8LE , London

NL

+31 85 74 444 46

info@informattech.nl

https://informattech.nl

Waarderweg 50 - 2031PB

Haarlem - Netherlands

Tel : +44 (33) 000 111 90

Our mailing address is:
63-66 Hatton Garden, EC1N 8LE, London

informattech



Course content

Why Attend

This course aims 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 successfully. The course will also cover best practices in contract administration.

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 discussions. In addition, this course incorporates pre and post testing.

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

- Outline the major activities and procedures of contract administration
- Explore administration tools and techniques that are used during the contract implementation
- Create a system to evaluate contractors and identify key performance indicators that can help assessing their performances.
- Explain the different types of variation orders, claims and damages and identify several alternative dispute resolutions
- Prepare for negotiating contract variations and claims to reach a satisfactory settlement

All those involved in any aspect of implementing, managing or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration.

- Contract administration
- Change management
- Managing contractors
- Managing claims and disputes
- Resolving disputes
- Negotiating with contractors



Course content

Course outline

Principles of Contracts

- Elements of a contract
- Contract framework
- Purposes of contract administration
- Difficulties encountered in contract administration
- Competencies of contract administrators

Contract Administration Tools

- Knowing your contract
- Contract provisions affecting implementation

Tools and techniques for contract administration

- Dissection technique
- Issues and risks logs
- Developing schedule plans
- Lessons learned
- International contracting

Contractor Evaluation

- Questionnaire and surveys
- Key Performance Indicators (KPIs)
- Targets and benchmarks
- Service Level Agreement (SLAs)
- Managing subcontractors



Course content

Course outline

Changes, Claims, and Disputes

- Change process
- Breach of contract
- Money damages
- Claims and disputes
- Alternative Dispute Resolution (ADR)
- Mediation
- Arbitration

Post-Award Negotiation

- Secrets of successful negotiation in contracting
- Negotiation preparation
- Negotiation objectives
- Negotiation guidelines
- Resolving deadlock

Seminar dates

Available seminar dates

Live dates and pricing for Contract Administration: Understanding and Implementing Contractual Obligations generated from the course details page.

| Date | Location | Format | Fee |
|------------------------|---------------------|-----------|----------|
| 11 - 15 May 2026 | Istanbul - Turkey | Classroom | €2,850.- |
| 8 - 12 June 2026 | Vienna - Austria | Classroom | €4,250.- |
| 6 - 10 July 2026 | Barcelona - Spain | Classroom | €3,850.- |
| 10 - 14 August 2026 | Paris - France | Classroom | €4,500.- |
| 14 - 18 September 2026 | Frankfurt - Germany | Classroom | €3,250.- |
| 5 - 9 October 2026 | Barcelona - Spain | Classroom | €3,850.- |
| 16 - 20 November 2026 | Istanbul - Turkey | Classroom | €2,850.- |
| 7 - 11 December 2026 | Rome - Italy | Classroom | €4,250.- |

Live online option

Online delivery is available at €1,850.-.