informatech



CONTRACTS MANAGEMENT | CM-016

Contract Administration: Understanding and Implementing Contractual Obligations

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.co.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands



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 alterative 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
7 - 11 December 2026	Rome - Italy	Classroom	**€3,400.-**
11 - 15 January 2027	Cape Town - South Africa	Classroom	**€3,400.-**
8 - 12 February 2027	Barcelona - Spain	Classroom	**€3,080.-**
8 - 12 March 2027	Paris - France	Classroom	**€3,600.-**
12 - 16 April 2027	Frankfurt - Germany	Classroom	**€2,600.-**
10 - 14 May 2027	Barcelona - Spain	Classroom	**€3,080.-**
14 - 18 June 2027	Istanbul - Turkey	Classroom	**€2,280.-**
12 - 16 July 2027	Rome - Italy	Classroom	**€3,400.-**
9 - 13 August 2027	Vienna - Austria	Classroom	**€3,400.-**
13 - 17 September 2027	Barcelona - Spain	Classroom	**€3,080.-**
11 - 15 October 2027	Paris - France	Classroom	**€3,600.-**
8 - 12 November 2027	Frankfurt - Germany	Classroom	**€2,600.-**
13 - 17 December 2027	Barcelona - Spain	Classroom	**€3,080.-**

Live online option	Online delivery is available at €1,850.-.