



CONTRACTS MANAGEMENT | CM-015

## Drafting Contracts and Writing Scope of Work

### UK

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

### NL

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



# Course content

## Why Attend

This course aims to provide participants with the knowledge and skills to write an accurate Scope of Work (SoW) for projects and draft a simple contract. The course covers multiple tools that can help analyze the requirements and develop a Scope of Work using several outlines and templates. Furthermore, the course will cover the building blocks of a contract and guidelines and best practices used in drafting contracts.

This course relies on individual and group exercises aimed at helping participants learn all key contract management activities. The course also features several case studies, presentations, 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:

- Identify the essential elements of a contract and recognize the importance of the Scope of Work
- Outline the objectives of a contractual relationship and leverage them into requirements needed to develop the Scope of Work
- Plan and prepare a solid SoW using outlines and templates
- Define contract building blocks and draft simple contract provisions
- Write the narrative of a contract and different contract parts using best practices

Personnel involved in drafting a Scope of Work and negotiating contract terms to ensure contract requirements are adequately captured.

- Contract preparation
- Writing Scope of Work
- Drafting contracts
- Preparing contract plan
- Negotiating scope of work
- Technical writing

## Course outline



# Course content

## Course outline

### Overview

- Defining contracts
- Elements of contracts
- Defining rights and obligations
- Defining and developing the Scope of Work

### Planning Scope of Work

- Types of Scope of Work
- Tools and techniques used to plan Scope of Work
- Gathering requirements
- Work Breakdown Structure (WBS)
- Risk management and Scope of Work
- Outlining the Scope of Work planning process

### Developing the Scope of Work

- Rules of SoW writing
- Drafting fundamentals
- SoW formats
- Why is an SoW difficult to write?
- Suggested ten-part format
- Principles of good writing

### Contract Building Blocks

- Representations and warranties



# Course content

## Course outline

- Covenants and promises
- Rights and obligations
- Conditions to obligations
- Discretionary authority
- Declarations and facts

## Contract Drafting Fundamentals

- Drafting with or without precedent
- Drafting contract parts:
- Introductory provisions
- Definitions and defined terms
- Action sections
- Other substantive business provisions
- Endgame provisions
- General provisions
- Signature lines



# Seminar dates

## Available seminar dates

Live dates and pricing for Drafting Contracts and Writing Scope of Work generated from the course details page.

| Date                   | Location                | Format    | Fee      |
|------------------------|-------------------------|-----------|----------|
| 17 - 21 August 2026    | Frankfurt - Germany     | Classroom | €3,250.- |
| 21 - 25 September 2026 | Rome - Italy            | Classroom | €4,250.- |
| 19 - 23 October 2026   | London - U.K            | Classroom | €4,200.- |
| 2 - 6 November 2026    | Kuala lumpur - Malaysia | Classroom | €2,250.- |
| 21 - 25 December 2026  | Rome - Italy            | Classroom | €4,250.- |

### Live online option

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