

# PROJECT MANAGEMENT



## Contracts Administration: From Award to Completion

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# Contracts Administration: From Award to Completion

## Introduction:

The objective of every organization is that the contracting process results in a fair and reasonable price for a high quality on time deliverable. To meet this objective, world-class organizations view the application of best practices in contract administration after the award as being essential skill sets needed by all employees involved in the contracting process. Included in this fast paced programme to show renewed emphasis on this critical phase of contract management are:

- Effective Contract Administration
- Interpretation of Contracts
- Maintaining Contract Schedules
- Controlling Contract Changes

## Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

## Certificate

**BTS** attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## Who Should Attend?

- Contract Administrators, Project Coordinators, Contracts Officers and Managers

- Engineering Project Managers, Construction Managers, Tenders Managers  
Buyers, Purchasing Managers, Project Managers
- Maintenance Managers and Systems Managers and all others in organizations whose leadership want world-class skills sets in those involved in contract administration activities
- The programme is a great way to develop those new to the function, prepare for a major project, or useful as a refresher for veterans

## Course Objectives

### - Participants attending the programme will:

- Be able to provide better outcomes from contracts
- Review Contract administration techniques
- Explore contract monitoring techniques
- Learn how to get fair treatment in contract changes
- Know how to analyze contracts
- Discuss contract termination issues
- How to Prepare for claims and disputes
- Review acceptance and Contract close out issues
- Study the Inputs and outputs in contract administration

## Programme Outline

### **DAY 1 - Objectives of Contract Administration**

- Effective Contract Administration
- The Most Critical Elements
- Key Players In Contract Administration
- Post Award Conference
- Analysis Of The Contract
- Establishing Major Deliverables
- What Needs To Be Measured?

### **DAY 2 - Outputs and Contract Types**

- Typical Outputs Of Contract Administration
- Monitoring Techniques
- Identify The Risk
- Responses To Risk

- Contract Types
- Administration In Cost Type Contracts
- Economic Price Adjustments

### **DAY 3 - Maintaining Schedules & Contract Changes**

- Maintaining Contract Schedules
- Expediting Techniques
- Major Causes Of Changes
- Contract Price Changes
- Evaluating Price Changes
- Practical Considerations for Bonds & Guarantees
- Types of Bonds and Guarantees

### **DAY 4 - Issues in Contract Performance**

- Contract Terminations
- Service Level Termination Event
- What Constitutes Breach?
- Responding To A Breach
- Right To Cover
- Manuals And Drawings
- Supplier/Contractor Relations
- Subcontractor Issues

### **DAY 5 - Acceptance and Close Out**

- Warranties
- Source Code Escrows
- Forms Of Payment
- Progress Payments
- Claims and Disputes
- Negotiation Of Claims And Disputes
- Final Acceptance
- Close Out Procedures
- Post Contract Review Meeting