



TCM 323

EFFECTIVE

Contracts Administration

Course Introduction:

Contract administration is a broad term used to describe management of the parties' responsibilities in delivering contracts. At the core of each responsibility is the contract.

During this course participants will review the crucial interface between the contract administrator's role and responsibilities, and that of the project manager's functions, the formation and interpretation of contracts as the rules of engagement between parties embarking on a project, the processes of administration and management of the contract. Furthermore, the course will provide the knowledge for developing practical procedures to deliver a streamlined contract administration process and claims process fundamental concepts in contract administration with an emphasis on claims for variations and delays.

Course Objectives:

Upon completion of this course, participants will:

- identify the major activities and steps of contract administration
- identify administration tools and the roles of the contract administrator
- recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts
- understand the importance of knowing contractual terms and conditions
- demonstrate the importance of partnership and negotiation in contract administration
- explain the different types of claims, damages and liabilities and
- identify Alternative Dispute Resolution (ADR) and ways to resolve claims

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International Centre For Training & Development

Who Should Attend?

This practical course is relevant for those involved with any aspect of the management or administration of contracts, including developing or evaluating contracts, and performing day-to-day contract administration, or interacting directly with those who do – in any industry sector.

Course Outline:

Principles of Contracts

- Objectives and Definitions
- Contract Framework
- Elements of a Contract
- Difficulties Encountered in Contract Administration
- Contract Administration Major Steps

CONTRACT ADMINISTRATION TOOLS

- Key Principles
- Knowing Your Contract
- Contract Provisions Affecting Implementation
- Tools & Techniques for Contract Administration
- Information Needed for Administering a Contract
- Developing Schedule and Cost Plans

Contractor Evaluation

- On-Going Assessments
- Evaluating Contractor's Performance
- Managing Contracts in Progress
- Performance Reporting
- Status and Progress Reporting
- Performance Indicator

CLAIMS AND DISPUTES

- Breach of Contract
- Types of Damages
- Force Majeure
- Changes and Variation Orders
- Claims and Extensions

CONTRACT CLOSEOUT LESSONS LEARNED

- How, Who, Disputes
- Arbitration
- Contract Termination

PARTNERSHIP WITH CONTRACTOR

- Strategic Alliance
- Objectives of Partnership
- Elements of Partnerships
- Advantages and Disadvantages
- Negotiation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session