Contract Administration:

Understanding and Implementing Contractual Obligations



GTI - Coordination Office and International Relations (Accredited Programs)

Course Description

The Contract Administration: Understanding and Implementing Contractual Obligations training course is designed to guide participants through the essential stages of effective contracting. This course covers the negotiation process to address key risk points and the documentation of agreements in a clear manner. Understanding contracts is vital for all organizational members as they form the framework for commercial relationships. Participants will enhance their awareness of different practices and learn to view situations from various perspectives, ultimately improving their contract-related skills.

Who Should Attend

This training course is suitable for:

- Project, Construction, Cost, and Quantity Professionals
- Purchasing Officers
- Procurement and Tendering Personnel
- Buyers and Financial Professionals
- Contracts and Contract Administration Professionals

Course Objectives

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

- Outline the key activities and procedures in contract administration.
- Explore tools and techniques used during contract implementation.
- Create a system for evaluating contractors and identifying key performance indicators.
- Explain the different types of variation orders, claims, and damages.
- Identify alternative dispute resolution methods.
- Prepare for negotiating contract variations and claims effectively.
- Enhance overall skills in negotiating and managing contracts.

Course Content

Principles of Contracts

- Elements that constitute a valid contract.
- Overview of contract frameworks and their purposes.

Contract Administration Tools

- Techniques for effective contract implementation.
- Understanding provisions that affect contract execution.

Changes, Claims, and Disputes

- Overview of the change process and breach of contract.
- Exploring alternative dispute resolution options.

Post-Award Negotiation

- Strategies for successful negotiation in the contract lifecycle.
- Setting objectives and guidelines for negotiations.

Contractor Evaluation

- Developing systems to assess contractor performance.
- Identifying key performance indicators and benchmarks.