



# aractech

Global Learning for Operational Leaders

CONTRACTS MANAGEMENT | CM-016

## Contract Administration: Understanding and Implementing Contractual Obligations

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# 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.

## Course Methodology

- 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.

## Course Objectives

- 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 alternative dispute resolutions
- Prepare for negotiating contract variations and claims to reach a satisfactory settlement

## Target Audience

- 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.
- Target Competencies
- Contract administration
- Change management

# Course outline

## Detailed course outline

Module-by-module outline for Contract Administration: Understanding and Implementing Contractual Obligations.

### Module 1 - Principles of Contracts

- Elements of a contract
- Contract framework
- Purposes of contract administration
- Difficulties encountered in contract administration
- Competencies of contract administrators

### Module 2 - Contract Administration Tools

- Knowing your contract
- Contract provisions affecting implementation

### Module 3 - Tools and techniques for contract administration

- Dissection technique
- Issues and risks logs
- Developing schedule plans
- Lessons learned
- International contracting

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### Module 4 - Contractor Evaluation

- Questionnaire and surveys
- Key Performance Indicators (KPIs)
- Targets and benchmarks
- Service Level Agreement (SLAs)
- Managing subcontractors

### Module 5 - Changes, Claims, and Disputes

- Change process
- Breach of contract
- Money damages
- Claims and disputes
- Alternative Dispute Resolution (ADR)
- Mediation

# 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
11 - 15 May 2026	Istanbul	Classroom	€1,995
8 - 12 June 2026	Vienna	Classroom	€2,975
6 - 10 July 2026	Barcelona	Classroom	€2,695
10 - 14 August 2026	Paris	Classroom	€3,150
14 - 18 September 2026	Frankfurt	Classroom	€2,275
5 - 9 October 2026	Barcelona	Classroom	€2,695
16 - 20 November 2026	Istanbul	Classroom	€1,995

**Live online option**

Online delivery is available at €1,250.