



أكاديمية الزمالة العربية البريطانية  
Arab British Academy Fellowship  
A.B.A.F





## Contract Administration: Understanding and Implementing Contractual Obligations



### Why Attend

The overall aim of this course is 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. The course will also cover contract administration best practices.

### 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

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

- Outline the major activities and steps of contract administration
- Identify administration tools that are used during the implementation as well as the role of the contract administrator
- Create a system to evaluate contractors and determine their strengths and weaknesses



- Explain the different types of variation orders, claims and damages
- Demonstrate the importance of partnership in contract administration
- Prepare for negotiating contract variations and claims in order 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. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This course is worth 30 Professional Development Units (PDUs).

## Target Competencies

- Contract administration
- Change management
- Managing contractors
  
- Managing claims and disputes
- Resolving disputes
- Partnership with contractors



- Principles of contracts
  - Objectives and definitions
  - Contract framework
  - Purposes of contract administration
  - Elements of a contract
  - Difficulties encountered in contract administration
  - Contract administration major steps
  - Competencies of contract administrators



- **Contract administration tools**
  - Key principles
  - Knowing your contract
  - Contract provisions affecting implementation
  - Tools and techniques for contract administration
  - Dissection technique
  - Issues and risks logs
  - Records management system
  - Contract change control system
  - Roles and responsibilities
  - Performance reporting
  - Developing schedule plans
  - Risk management plans
  - Lessons learned
- **Contractor evaluation**
  - Evaluating contractor's performance
  - Contractor's ratings
  - Key performance indicators
  - Targets and benchmarks
- **Claims and disputes**
  - Changes and variation orders
  - Claims and disputes
  - Breach of contract
  - Money damages
  - Equitable remedies
  - Alternative dispute resolution (mediation and arbitration)
  - Contract termination
  - Contract closeout
- **Partnership with contractor**
  - Partnering definition
  - Features of partnership
  - Strategic alliance
  - Elements of partnership
  - Partnering issues
- **Negotiation**
  - Negotiation preparation
  - Negotiation objectives
  - Negotiation guidelines





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