



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





Drafting Contracts Writing and Scope of Work



Why Attend

The overall aim of this course is to provide participants with the knowledge and skills needed to write an accurate scope of work for projects and draft simple contracts. The course covers multiple tools that can help in analyzing the requirements of the end user and understanding the scope of the project or the product. Participants in this interactive course will learn about the process of drafting the scope of work by using templates and effective writing techniques. Furthermore, the course will cover the building blocks of a contract as well as the best practices used during related negotiations.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations 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:

- Identify the essential elements of a contract and recognize the importance of the scope of work
- Outline the objectives of a contractual relationship and leverage them into requirements needed to develop the scope of work
- Plan and prepare a solid scope of work using outlines and templates
- Define contract building blocks and draft simple contract provisions
- Write the narrative of a contract as well as different contract parts using best practices



- Evaluate the impact of negotiating contracts on a well written scope of work in the pre-award phase

Target Audience

Personnel involved in drafting scope of work and negotiating contract terms in order to ensure contract requirements are properly captured. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This program is worth 30 PDUs.

Target Competencies

- Contract preparation
- Writing scope of work
- Drafting contracts
- Preparing contract plan
- Negotiating scope of work
- Technical writing



- Essential elements of a contract
 - Defining contracts
 - Elements of contracts
 - Purpose of contracting
 - Defining rights and obligations
 - Contractual liability
 - Master agreements
 - Relationship between master agreement and scope of work
- Planning scope of work
 - Defining scope of work
 - Types of scope of work
 - Tools and techniques used to plan scope of work



- Gathering requirements
- Work breakdown structure
- Product breakdown structure
- Risk management and scope of work
- Outlining the scope of work planning process

- **Developing the scope of work**
 - Basic requirements of a scope of work
 - How to develop the scope?
 - Topics which must be included in scope of work
 - Scope of work formats
 - Rules of scope of work writing
 - Drafting fundamentals
 - Principles of good writing
 - Framing your thoughts
 - Phrasing your sentences
 - Choosing your words

- **Contract building blocks**
 - Representations and warranties
 - Covenants and promises
 - Rights and obligations
 - Conditions to obligations
 - Discretionary authority
 - Declarations and facts

- **Contract drafting fundamentals**
 - Drafting with or without precedent
 - Drafting contract parts:
 - Introductory provisions
 - Definitions and defined terms
 - Action sections
 - Other substantive business provisions
 - Endgame provisions
 - General provisions
 - Signature lines

- **Negotiation and drafting**
 - Contract development and negotiation
 - Price versus risk
 - Negotiation process



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