COURSE BROCHURE

Contract Management and Administration

An applied course on managing a contract after award, from handover and obligation tracking to controlling changes and payments and closing out with a complete record.

Code	HT-LGL-101
Category	Contracts & Legal Affairs
Duration	1 week
Level	Intermediate
City	Dubai

Introduction

Signing a contract starts the work rather than ending it, and much of the agreed value is lost during delivery through obligations nobody tracked, changes made verbally and notices sent too late.

Objectives

- Organize the handover of a contract from the award team to the delivery team without losing information
- Extract both parties' obligations and deadlines from the contract text into a trackable register
- Monitor supplier or contractor performance against agreed indicators and service levels
- Control change requests and payments within contractual procedures and approval limits
- Close out a contract by settling the final account, releasing securities and recording lessons learned

Who should attend

- Contract administrators and contract management specialists
- Project managers responsible for supplier and contractor agreements
- Procurement staff who follow up contracts after award
- Contract owners in operational departments

Skills you will develop

- Obligations register building
- Contract performance monitoring
- Change and payment control
- Contract closeout and documentation

Learning Outcomes

- Prepare a complete obligations register for a services contract with owners and dates
- Design a change request form and its approval route based on the authority matrix
- Write an unsatisfactory performance notice grounded in the contract clauses
- Prepare a closeout checklist covering the final account settlement

Course Outline

Day 1: From Award to Kickoff

- Roles of the contract owner, contract manager and technical team
- The handover meeting and the handover file
- Reading the contract as the one who delivers it, not the one who negotiated it

Day 2: Obligations and Performance Tracking

- Extracting obligations, deadlines and deliverables from the contract text
- Performance indicators, service levels and how they are measured
- Periodic performance review meetings and their minutes

Day 3: Changes and Payments

- Types of change and the change request and approval procedure
- Principles for pricing a change and assessing its time and cost effect
- Linking payments to milestones and deliverables and verifying invoices

Day 4: Correspondence, Notices and Underperformance

- Controlling and filing contract correspondence and documents
- Contractual notices, their deadlines and the effect of missing them
- Addressing underperformance step by step, from warning to contractual remedies

Day 5: Renewal, Termination and Closeout

- Deciding whether to extend, renew or retender
- The final account and release of securities and retentions
- Applied project: an integrated management plan for a sample services contract from kickoff to closeout

Training methodology

An obligations register built from a sample services contract and used all week
Simulated handover meeting and supplier performance review
Small-group handling of a bundle of change requests and disputed invoices
Review of completed contract files to find why delivery went off track

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Dubai	26 – 30 April 2027	EN	EUR 4,500
Dubai	25 – 29 October 2027	AR	EUR 4,500

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/contract-management-administration