COURSE BROCHURE

Project Contracts and Claims Management

An advanced course on administering project contracts and claims: contractual risk allocation, notices and records, extension of time and delay analysis methods, quantum, and dispute resolution.

Code	HT-PM-117
Category	Project Management
Duration	1 week
Level	Advanced
City	Dubai

Introduction

Most claims are lost not for lack of entitlement but for want of a timely notice or a record proving what happened. On projects where work changes and slips for many reasons, understanding and administering the contract daily is core work for the project team, not something to leave until a dispute appears.

Objectives

- Compare contract types and standard forms in how they allocate risk between the parties
- Manage notices, contractual time limits and variations and set up records that support entitlement
- Establish entitlement to extension of time and deal with concurrent delay and float ownership
- Select a suitable delay analysis method and value prolongation and loss of productivity
- Prepare and respond to a complete claim submission and choose the most suitable route to settlement

Who should attend

- Contracts and claims managers and engineers
- Project managers with owners, contractors and consultants
- Planning and cost engineers involved in preparing or assessing claims
- Legal and commercial advisers working with project teams

Skills you will develop

- Reading contract clauses and analyzing risk allocation
- Drafting contractual notices and managing records
- Schedule delay analysis
- Claim valuation and narrative writing

Learning Outcomes

- Extract an obligations and notices matrix from a project contract and identify the time bars
- Carry out a simplified time impact analysis and present its result
- Calculate prolongation costs and site overheads and separate what is recoverable
- Build a claim file linking cause, effect, entitlement and quantum, and assess one submitted by the other party

Course Outline

Day 1: Contract Types and Risk Allocation

- Lump sum, remeasurement, cost reimbursable and target cost contracts and when each fits
- The FIDIC Red, Yellow and Silver Books as comparison material on design, site and quantity risk
- Pivotal clauses: time, delay damages, payment, limits of liability and order of precedence of documents

Day 2: Contract Administration, Notices and Variations

- Roles and authority of the employer, the engineer and the contractor
- Notices, time bars and contemporaneous records
- Variations: instructions, valuation and constructive changes

Day 3: Delay and Extension of Time

- Excusable and compensable delay, concurrent delay and ownership of float
- Delay analysis methods: as-planned versus as-built, impacted as-planned, time impact analysis, windows and collapsed as-built
- What the baseline schedule and its updates need in order to stand as evidence

Day 4: Quantum and the Claim Submission

- Prolongation costs, site and head office overheads, and the Hudson, Emden and Eichleay formulas and their limits
- Loss of productivity, disruption and the measured mile approach
- Structure of a claim submission: narrative, cause and effect, contractual entitlement, quantum and supporting documents

Day 5: Claims Avoidance and Dispute Resolution

- Early warning and change management as ways to reduce claims
- Negotiation, dispute boards, mediation and arbitration: features and cost of each route
- Applied workshop in which groups prepare an extension of time claim from a case file and defend it against a group acting as the other party

Training methodology

A case file for a delayed project containing correspondence, schedules and daily reports
Exercise in drafting a notice of claim within the contractual time limit
Excel calculation exercises on delay analysis and prolongation costs
Role-play negotiation between a contractor's team and an employer's team

Certification

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

Upcoming dates

City	Dates	Language	Fee
Dubai	10 – 14 May 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/project-contracts-claims