

Course Overview:

This intermediate-level course is designed for professionals managing contractual obligations across project lifecycles. It equips participants with critical tools to administer contracts efficiently, monitor compliance, manage changes, and ensure successful closeout. Ideal for those working in dynamic project environments, the course addresses practical challenges encountered in real-world contract management.

Course Objective:

- Manage contracts effectively from award to closeout
- Monitor and ensure adherence to contractual obligations
- Handle contract variations and amendments systematically
- Apply risk management techniques to contractual scenarios
- Finalize contracts and conduct post-contract evaluations

Course Outline:

1. Overview of Contracts Administration
 - Role of the Contract Administrator
 - Key Stages of the Contract Lifecycle
 - Understanding Contract Terms and Conditions
2. Contract Award and Initiation
 - Contract Award Processes
 - Setting up Contractual Frameworks
 - Initiating Contract Execution
3. Monitoring Contract Performance
 - Performance Measurement and Monitoring
 - Managing Deliverables
 - Ensuring Compliance with Obligations
4. Managing Variations and Changes
 - Handling Contract Variations
 - Change Management Processes
 - Negotiating and Documenting Amendments
5. Risk Management in Contracts
 - Identifying Contract Risks
 - Risk Assessment Techniques
 - Risk Control and Management Approaches
6. Communication and Stakeholder Management
 - Effective Contractual Communication
 - Managing Stakeholder Expectations
 - Reporting and Documentation Practices
7. Contract Closeout and Completion
 - Contract Closeout Procedures
 - Finalizing Deliverables and Payments
 - Post-Contract Review and Lessons Learned
8. Emerging Trends and Best Practices
 - Innovations in Contract Administration

Training Language:**Training Methodology:**

The course combines various teaching methods, including instructor-led presentations, group discussions, case study analyses, and assessments through quizzes and a final exam to engage participants and ensure they understand and retain the material.

Venue | Date | Fees

Riyadh | 06-07-2025 | 17,250 SAR

- Global Contracting Practices
- Preparing for Future Challenges in Contract Management

Who Should Attend:

- Contract Administrators
- Contract Managers
- Project Managers involved in contract management
- Legal and Procurement Professionals