ADVANCED CONTRACT AND PROJECT MANAGEMENT



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Introduction

A project succeeds or fails at the point where contract terms meet site reality. When scope changes, when a delay occurs, or when a payment milestone is disputed, the outcome depends on how well the contract was set up and how disciplined the project team is in administering it. This Advanced Contract and Project Management Training Course gives project directors, contract managers, and commercial professionals a complete working method for that interface. Participants learn contract strategy and formation, risk allocation, performance and payment control, change and claims management, and closeout and dispute prevention.

Advanced Contract and Project Management Course Objectives

- Apply contract strategy selection to project delivery objectives.
- Apply standard contract forms: FIDIC, NEC, and bespoke frameworks.
- Apply risk allocation and indemnity principles to contract terms.
- Manage scope definition, variation control, and change orders.
- Apply progress measurement, payment applications, and certification.
- Manage time, delay analysis, and extension of time claims.
- Apply key performance indicators and service level regimes.
- Apply claims preparation, notice discipline, and evidence control.
- Apply contract administration under FIDIC and NEC processes.
- Measure performance with cost variance, schedule performance, and claims outcome.

Course Methodology

- Facilitated sessions built on real contracts, payment applications, and claim files.

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- Case workshops on variation disputes, delay claims, and payment failures.
- Time, cost, and variation calculation exercises with live project data.
- Contract administration and notice practice labs.
- Group exercise on a project contract management plan with control registers.

Who Should Take This Course

- Project directors and project managers.
- Contract managers and administrators.
- Quantity surveyors and cost engineers.
- Commercial and procurement managers.
- Planning engineers and delay analysts.
- Legal advisors and claims specialists.

Advanced Contract and Project Management Course Outlines

Day 1: Contract Strategy and Formation

- Delivery models: design-bid-build, design-build, and EPC.
- Standard forms: FIDIC Red, Yellow, and Silver Books, and NEC4.
- Bespoke contracts and their common risks.
- Tender documentation and evaluation criteria.
- Contract formation, letters of intent, and awards.
- Bonds, guarantees, and securities.
- Governing law, jurisdiction, and dispute clauses.

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Day 2: Risk Allocation and Obligations

- Risk identification and allocation principles.
- Indemnities, liability caps, and consequential loss.
- Delay damages, performance guarantees, and warranties.
- Insurance obligations and interface with contracts.
- Force majeure, change of law, and relief events.
- Suspension, termination, and step-in rights.
- Interface and coordination obligations.

Day 3: Performance, Time, and Payment Control

- Programme requirements and baseline acceptance.
- Progress measurement and earned value application.
- Milestones, handover, and completion definitions.
- Payment applications, certification, and timeframes.
- Retention, advance payment, and final account.
- Delay analysis methods and programme impact.
- Cost control and commitment tracking.

Day 4: Change, Claims, and Notice Discipline

- Variation mechanisms and instruction procedures.
- Early warning and notice requirements.
- Claim preparation: cause, effect, and quantification.
- Extension of time and disruption claims.
- Prolongation, acceleration, and loss of productivity.

- Record keeping and contemporaneous evidence.
- Claims negotiation and settlement strategy.

Day 5: Administration, Closeout, and Performance

- Contract administration under FIDIC and NEC4 processes.
- Meetings, registers, and correspondence control.
- Subcontractor and supplier back-to-back management.
- Completion, defects liability, and final certificates.
- Closeout documentation, as-built records, and lessons learned.
- KPIs: cost variance, schedule performance, and claims outcome.
- Building a contract and project management improvement roadmap.

Conclusion

By successfully completing the Advanced Contract and Project Management Training Course, participants will have acquired a thorough working knowledge of contract strategy and formation, risk allocation, performance, time and payment control, change and claims management, and contract administration and closeout. They will leave able to run a project with a disciplined contract framework, control variations and claims with proper notices and records, and close out with documentation that resists later challenge. Gentex Training Center delivers this programme with project, contracts, and commercial practitioners working on live projects.

FAQs for the Advanced Contract and Project Management course

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Q1 What is the "Advanced Contract and Project Management" course about?

It is a five-day programme on managing contracts and projects together through delivery. It covers contract strategy and formation, risk allocation, performance and payment control, change and claims management, and contract administration and closeout.

Q2 What are the key benefits of the "Advanced Contract and Project Management" course?

Participants administer contracts with proper notices and records so claims are not lost on procedure, control variations and payments with documented evidence, and allocate risk at contract stage rather than arguing about it during delivery. They also close out projects with documentation that resists later challenge.

Q3 What skills will I gain from the "Advanced Contract and Project Management" course?

You will gain contract strategy, formation, and risk allocation management, performance, time, and payment control application, change, claims, and notice management, and contract administration, closeout, and project performance management.

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Q4 What tools, methods, or standards are covered in the "Advanced Contract and Project Management" course?

The course works with delivery models covering design-bid-build, design-build and EPC, the FIDIC Red, Yellow and Silver Books and NEC4, bespoke contract risk assessment, tender documentation and evaluation criteria, contract formation and letters of intent, bonds, guarantees and securities, governing law and jurisdiction clauses, risk identification and allocation, indemnities, liability caps and consequential loss, delay damages, performance guarantees and warranties, insurance obligations, force majeure, change of law and relief events, suspension, termination and step-in rights, programme requirements and baseline acceptance, progress measurement and earned value, milestones and completion definitions, payment applications and certification timeframes, retention and advance payment, delay analysis methods, cost control and commitment tracking, variation mechanisms and instruction procedures, early warning and notice requirements, claim preparation covering cause, effect and quantification, extension of time and disruption claims, prolongation and acceleration analysis, contemporaneous record keeping, claims negotiation and settlement, contract administration under FIDIC and NEC4, registers and correspondence control, subcontractor back-to-back management, completion, defects liability and final certificates, closeout documentation and as-built records, and KPIs covering cost variance, schedule performance and claims outcome.

Q5 How is the "Advanced Contract and Project Management" course applied in real-world practice?

Teams apply it when selecting a contract form for a new project, negotiating liability caps and delay damages, assessing a variation against the contract mechanism, preparing an extension of time claim with programme evidence, certifying an interim payment application, and closing out a project with as-built records and final account agreement.

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