ADVANCED CONTRACT MANAGEMENT



GENTEX®
TRAINING CENTER

LEARN BOLD. **LEAD BEYOND**
GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

A contract only delivers value when somebody administers it. Most commercial losses do not come from bad drafting but from missed notices, uncontrolled variations, uncertified payments, and records nobody kept. This Advanced Contract Management Training Course gives contract managers, commercial professionals, and project staff a complete working method for administering contracts from award to closeout. Participants learn contract administration systems, obligations and deliverables tracking, change and variation control, payment and performance management, claims and notice discipline, and closeout and lessons-learned practice.

Advanced Contract Management Course Objectives

- Apply contract administration frameworks and responsibilities.
- Build obligation, deliverable, and milestone tracking registers.
- Apply notice and communication discipline to protect contractual rights.
- Manage variations, change orders, and scope control.
- Apply payment applications, certification, and financial control.
- Apply key performance indicators and service level regimes.
- Prepare and assess claims with quantified evidence.
- Manage subcontractors and suppliers back-to-back.
- Apply contract risk registers and insurance compliance.
- Measure performance with cost variance, schedule adherence, and claims outcome.

Course Methodology

- Facilitated sessions built on real contracts, obligation registers, and claim files.
- Case workshops on missed notices, uncontrolled variations, and payment disputes.
- Variation, payment, and claim quantification exercises with live project data.

GENTEX® TRAINING CENTER

- Contract administration and register-building practice labs.
- Group exercise on a contract management plan with control registers.

Who Should Take This Course

- Contract managers and administrators.
- Commercial and project controls staff.
- Quantity surveyors and cost engineers.
- Procurement and sourcing managers.
- Planning engineers and claims analysts.
- Legal and compliance officers supporting projects.

Advanced Contract Management Course Outlines

Day 1: Contract Administration Framework

- Contract hierarchy and precedence of documents.
- Roles: employer, engineer, contract administrator, and project manager.
- Administration systems and registers.
- Correspondence control and communication protocols.
- Document control and version management.
- Delegation of authority and approval limits.
- Records retention and audit readiness.

Day 2: Obligations, Deliverables, and Performance

- Extracting obligations into a tracking register.
- Deliverables, milestones, and acceptance criteria.

- Programme requirements and progress reporting.
- Key performance indicators and service level regimes.
- Performance review meetings and reporting cadence.
- Non-conformance, remedial action, and escalation.
- Warranty and defects management.

Day 3: Change, Variation, and Scope Control

- Variation mechanisms under FIDIC and NEC4.
- Scope definition and boundary disputes.
- Early warning and instruction procedures.
- Pricing variations and valuation methods.
- Prolongation and disruption costs.
- Change control boards and approval discipline.
- Documentation of change and time impact.

Day 4: Payment, Claims, and Financial Control

- Payment application preparation and certification.
- Interim and final payment timeframes.
- Retention, advance payment, and recovery.
- Set-off, deductions, and late payment interest.
- Claims: notice, cause, effect, and quantification.
- Extension of time and delay analysis.
- Cost control, commitments, and forecasting.

Day 5: Subcontracts, Risk, and Closeout

- Back-to-back subcontract and supplier terms.
- Insurance and guarantee compliance checks.
- Contract risk register and mitigation tracking.
- Contract closeout, final account, and certificates.
- As-built records, warranties, and documentation handover.
- KPIs: cost variance, schedule adherence, and claims outcome.
- Building a contract management improvement roadmap.

Conclusion

By successfully completing the Advanced Contract Management Training Course, participants will have acquired a thorough working knowledge of contract administration frameworks, obligation and performance tracking, change and variation control, payment and claims management, subcontract and risk control, and contract closeout. They will leave able to administer a contract with disciplined notices and records, control variations and payments with evidence, and close out with documentation that resists later challenge. Gentex Training Center delivers this programme with contracts and commercial practitioners working on live projects.

FAQs for the Advanced Contract Management course

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

It is a five-day programme on administering contracts from award through to closeout. It covers administration frameworks, obligation and performance tracking, change and variation control, payment and claims management, subcontract and risk control, and closeout practice.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

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

Participants protect contractual rights with proper notices and records instead of losing them on procedure, control variations and payments with documented evidence, and manage subcontractors and suppliers back to back with the main contract. They also close out with records that resist later challenge.

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

You will gain contract administration framework and register management, obligation, deliverable, and performance tracking, change, variation, payment, and claims management, and subcontract, risk, and closeout management.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

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

The course works with contract document hierarchy and precedence, role definitions for employer, engineer, contract administrator and project manager, administration systems and registers, correspondence control and communication protocols, document control and version management, delegation of authority and approval limits, records retention and audit readiness, obligation extraction into tracking registers, deliverables, milestones and acceptance criteria, programme requirements and progress reporting, key performance indicators and service level regimes, performance review cadence, non-conformance and remedial action, warranty and defects management, variation mechanisms under FIDIC and NEC4, scope boundary dispute analysis, early warning and instruction procedures, variation pricing and valuation methods, prolongation and disruption cost assessment, change control boards, documentation of change and time impact, payment application preparation and certification, interim and final payment timeframes, retention and advance payment recovery, set-off, deductions and late payment interest, claim notice, cause, effect and quantification, extension of time and delay analysis, cost control, commitments and forecasting, back-to-back subcontract terms, insurance and guarantee compliance checks, contract risk registers and mitigation tracking, contract closeout, final account and certificates, as-built records and documentation handover, and KPIs covering cost variance, schedule adherence and claims outcome.

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

Teams apply it when building an obligation register at contract award, issuing a notice before a time bar expires, assessing a variation against the pricing mechanism, preparing a payment application for certification, managing a subcontractor back to back with the main contract, and closing out a project with final account agreement and as-built records.