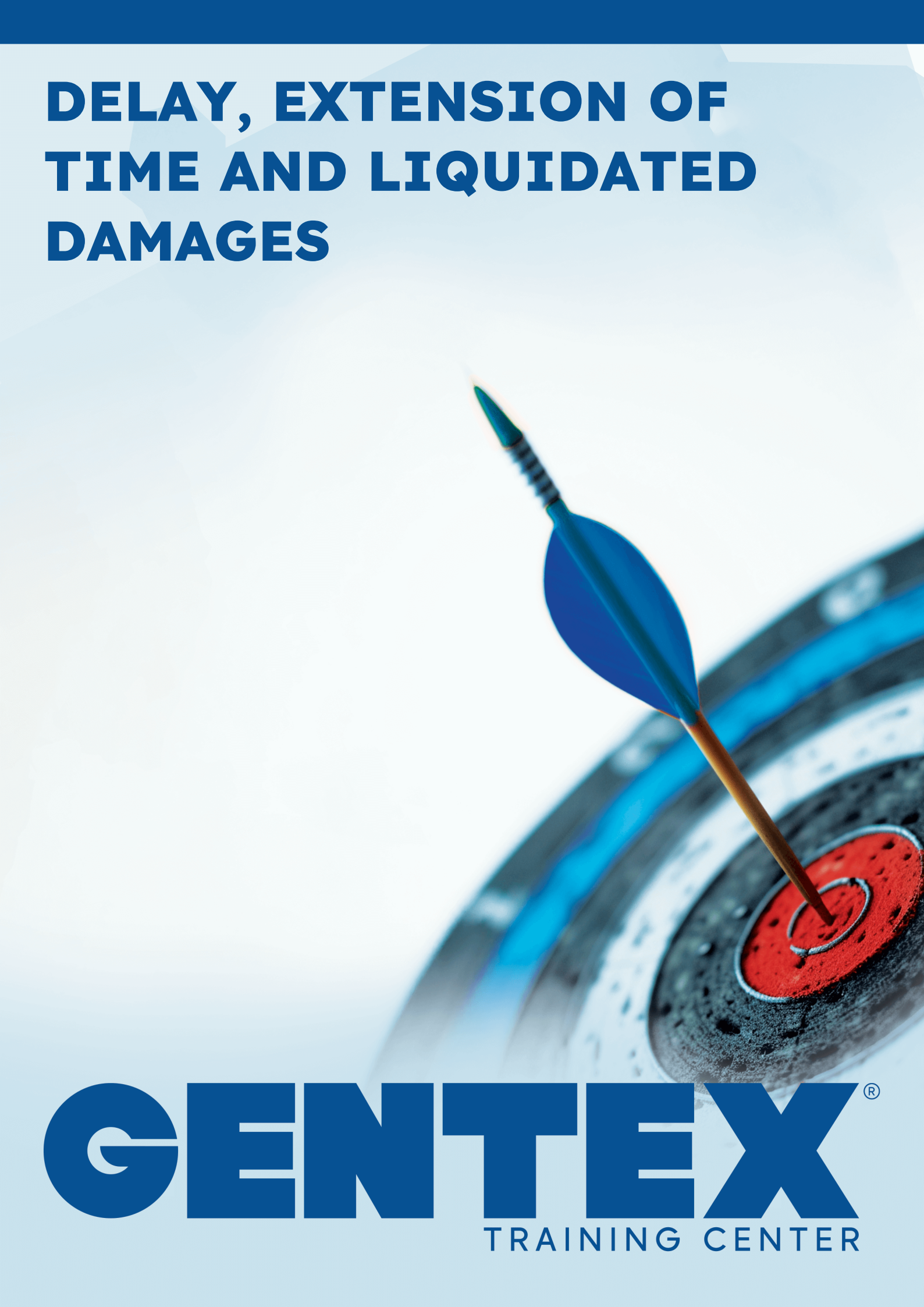
# DELAY, EXTENSION OF TIME AND LIQUIDATED DAMAGES



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# Introduction

Delay, Extension of Time and Liquidated Damages Training Course builds the ability to handle project and contract delay from a contractual, legal and analytical standpoint. Participants study the causes of delay and how responsibility is allocated, then move into extension of time provisions, notice requirements and time bars. Furthermore, the course covers delay analysis methods, concurrent delay, disruption and acceleration. In addition, learners work on liquidated damages, the penalty rule, calculation and mitigation duties. As a result, they leave able to prepare and defend delay claims with methodical evidence.

# Delay, Extension of Time and Liquidated Damages Course Objectives

- Explain the causes of delay and how responsibility is allocated between parties.
- Apply extension of time provisions in the FIDIC, NEC4 and JCT standard forms.
- Meet notice requirements, time bars and condition precedent.
- Apply delay analysis methods: time impact, impacted as-planned and windows.
- Address concurrent delay and shared responsibility.
- Quantify disruption and loss of productivity for claims.
- Distinguish liquidated damages from unenforceable penalties.
- Prepare extension of time and cost claims with supporting evidence.
- Calculate liquidated damages, caps and mitigation limits.
- Manage negotiation, settlement and dispute routes in delay cases.

# Course Methodology

- Instructor-led sessions built on contract clauses, case law and decided awards.
- Workshops that draft notices and extension of time claims.

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- Delay analysis exercises using real programme examples and time impact calculations.
- Case studies on concurrent delay, disruption and acceleration.
- Exercises on calculating liquidated damages and controlling their caps.
- Templates, checklists and programme schedules retained after the course.

## Who Should Take This Course

- Contract and claims managers on construction projects.
- Planners and delay analysts.
- Quantity surveyors and cost engineers.
- Project managers and resident engineers.
- Legal advisors and claims consultants.
- Employers' representatives, contractors and contract managers.

## Delay, Extension of Time and Liquidated Damages Course Outlines

### Day 1: Causes of Delay and Contractual Responsibility

- Defining delay and its types: excusable and non-excusable.
- Causes of delay: scope, access, information and conditions.
- Allocation of responsibility between employer, contractor and consultant.
- Time provisions in contracts: commencement, programme and progress.
- Extension of time provisions in FIDIC, NEC4 and JCT.
- Notice requirements, time bars and condition precedent.
- Distinguishing extension of time from additional payment.

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## Day 2: Notices, Programmes and Building the Claim

- Drafting a notice on time and its formal requirements.
- Building the claim file and the chronological narrative.
- The programme, critical path and updates.
- Contemporaneous records, diaries and correspondence.
- Proving entitlement, causation and quantum.
- Common errors that defeat delay claims.
- Tracking tools and progress records.

## Day 3: Delay Analysis Methods

- Time impact analysis and affected baseline approaches.
- Impacted as-planned and as-built updated methods.
- Window analysis and comparative time analysis.
- Concurrent delay and how it is treated in law and contract.
- Shared delay and the allocation of responsibility.
- Limits of each method and the data they require.
- Producing a convincing delay analysis report.

## Day 4: Disruption, Acceleration and Liquidated Damages

- Defining disruption and loss of productivity, and how to measure it.
- Measurement methods: comparative studies and productivity factors.
- Agreed acceleration, constructive acceleration and mitigation.
- Liquidated damages and their contractual basis.

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- The penalty rule and the line between valid and unenforceable damages.
- Calculating liquidated damages and controlling caps.
- Duty to mitigate and the effect of failing to prevent loss.

## Day 5: Negotiation, Settlement and Applied Practice

- Negotiation strategy in delay claims.
- Trading extension of time against a waiver of damages.
- Settlement, documentation and closure agreements.
- Dispute routes: the Engineer, boards and arbitration.
- Preparing the final schedule of delay and damages.
- Applied workshop: preparing and defending a full delay claim.
- Peer review and feedback on outputs.

## Conclusion

By successfully completing Delay, Extension of Time and Liquidated Damages, participants will gain a practical knowledge of delay causes and responsibility, extension of time provisions, delay analysis methods, disruption measurement and damages calculation. They will also have acquired the ability to issue notices, build claim files and negotiate settlements from a well-supported position. Gentex Training Center delivers the programme through applied workshops and real programme examples, so learners work on realistic delay claims throughout.

## FAQs for the Delay, Extension of Time and Liquidated Damages course

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## Q1 What is the "Delay, Extension of Time and Liquidated Damages" course about?

It covers how delay is handled in projects and contracts from a contractual and analytical angle. Topics include causes of delay, extension of time provisions, notice and time bars, delay analysis methods, concurrent delay, disruption and liquidated damages.

## Q2 What are the key benefits of the "Delay, Extension of Time and Liquidated Damages" course?

You learn to protect time and cost entitlements with correct notices and evidence-based claims. The course improves delay analysis accuracy, strengthens your negotiating position and reduces the loss of valid entitlements on procedural grounds.

## Q3 What skills will I gain from the "Delay, Extension of Time and Liquidated Damages" course?

Extension of time claim preparation and notice management, delay analysis and critical path documentation, disruption and loss of productivity measurement, and liquidated damages calculation and dispute settlement.

## Q4 What tools, methods, or standards are covered in the "Delay, Extension of Time and Liquidated Damages" course?

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The FIDIC, NEC4 and JCT standard forms, notice, time bar and condition precedent rules, time impact, impacted as-planned and window delay analysis methods, disruption and loss of productivity measurement techniques, liquidated damages provisions and the penalty rule, the duty to mitigate, and evidence records and programme schedules.

## Q5 How is the "Delay, Extension of Time and Liquidated Damages" course applied in real-world practice?

Professionals use it to document delay events, serve notices on time, build delay analyses, prepare extension of time and cost claims and negotiate settlements or present them to dispute boards and arbitration. Participants prepare a full delay claim in the closing workshop.