MASTER CONSTRUCTION CONTRACT MANAGEMENT: COMPREHENSIVE GUIDE



GENTEX®
TRAINING CENTER

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

Introduction

Master Construction Contract Management: Comprehensive Guide examines the full lifecycle of construction agreements from tender to final account. This Training Course covers contract formation, standard forms, risk allocation, payment, variations, and completion procedures. Participants study FIDIC, NEC4, and JCT conditions alongside claims preparation and dispute avoidance. Furthermore, the programme connects contract wording to delivery outcomes through clause labs and administration simulations. As a result, delegates leave able to administer construction contracts with control over cost, time, and quality.

Master Construction Contract Management: Comprehensive Guide Course Objectives

- Define the construction contract manager role and its governance limits.
- Compare FIDIC, NEC4, JCT, and bespoke construction forms.
- Interpret scope, specifications, and bills of quantities precisely.
- Allocate design, ground, and construction risk correctly.
- Administer payment applications, certificates, and retention.
- Manage variations, change orders, and price adjustment clauses.
- Control time through programmes, extension of time, and liquidated damages.
- Prepare and defend claims with contemporaneous records.
- Handle completion, taking over, and defects liability properly.
- Run closeout, final accounts, and lessons-learned reviews.

Course Methodology

- Interactive workshops using real construction contract files.

- Structured clause analysis of FIDIC, NEC4, and JCT conditions.
- Payment certification and variation control exercises.
- Delay and claims documentation labs with coached feedback.
- Case review of construction disputes and their contract causes.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Contract managers and administrators on construction projects.
- Quantity surveyors and commercial managers.
- Project directors, managers, and resident engineers.
- Legal counsel and claims specialists.
- Planning and delay analysts.
- Employers' representatives and consultants.
- Contractors' commercial and site management staff.

Master Construction Contract Management: Comprehensive Guide Course Outlines

Day 1: Contract Formation and Standard Forms

- Construction contract formation and letters of intent.
- Standard forms: FIDIC, NEC4, JCT, and bespoke conditions.
- Contract documents and order of precedence.
- Parties, roles, and the engineer's or project manager's duties.
- Tender process, clarifications, and award formalities.
- Bonds, guarantees, and insurance requirements.

- Building the contract management plan.

Day 2: Scope, Design, and Risk Allocation

- Scope of works, specifications, and drawings.
- Bills of quantities and schedules of rates.
- Employer's requirements and contractor's proposals.
- Design responsibility and fitness for purpose.
- Ground conditions, site investigation, and unforeseen risk.
- Indemnities, liability caps, and consequential loss exclusions.
- Force majeure, change in law, and suspension rights.

Day 3: Payment, Variations, and Cost Control

- Contract types: lump sum, measurement, and cost reimbursable.
- Interim payment applications and certification timelines.
- Retention, retention bonds, and release conditions.
- Advance payment and performance security management.
- Variation procedures and change order approval limits.
- Price adjustment, escalation, and indexation clauses.
- Cost reporting, accruals, and budget control.

Day 4: Time, Claims, and Programme Management

- Programme obligations and acceptance requirements.
- Delay events, extension of time, and concurrent delay.
- Liquidated damages and delay damage drafting.
- Time bars and notice compliance discipline.

- Claims documentation and contemporaneous records.
- Delay analysis methods including time impact analysis.
- Quantum basics for measured and evaluated costs.

Day 5: Completion, Closeout, and Dispute Avoidance

- Testing, commissioning, and practical completion.
- Taking over, sectional completion, and handover.
- Defects liability periods and rectification duties.
- Final accounts, retention release, and warranty tracking.
- Dispute resolution: adjudication, mediation, and arbitration.
- Lessons-learned reviews and contract performance evaluation.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Master Construction Contract Management: Comprehensive Guide, participants will have acquired a practical command of contract formation, risk allocation, payment, variations, claims, and closeout. They will know how to administer construction agreements day to day, protect entitlement through disciplined notice, and close out on accurate final accounts. In addition, the course prepares delegates to avoid disputes through proper documentation. As a result, they return to work ready to manage construction contracts end to end. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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

FAQs for the Master Construction Contract Management: Comprehensive Guide course

Q1 What is the "Master Construction Contract Management: Comprehensive Guide" course about?

It is a five-day programme that explains how construction contracts are formed, administered, and closed out. It covers standard forms, scope and risk allocation, payment and variations, time and claims, completion, defects, closeout, and dispute resolution.

Q2 What are the key benefits of the "Master Construction Contract Management: Comprehensive Guide" course?

Participants gain the ability to administer construction contracts with control over cost, schedule, and quality, and to protect entitlement through proper notice and records. They also learn to manage variations, prepare defensible claims, and close out projects without disputes.

Q3 What skills will I gain from the "Master Construction Contract Management: Comprehensive Guide" course?

Construction contract interpretation and standard form application, payment certification and variation control, time, delay, and claims management with notice discipline, and completion, closeout, and dispute avoidance administration.

GENTEX® TRAINING CENTER

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

Q4 What tools, methods, or standards are covered in the "Master Construction Contract Management: Comprehensive Guide" course?

The course covers FIDIC, NEC4, and JCT standard forms, letters of intent, bills of quantities and schedules of rates, interim payment certification and retention rules, performance bonds and advance payment guarantees, extension of time and liquidated damages provisions, time impact analysis and as-planned versus as-built delay methods, notice and time bar requirements, practical completion and taking-over certificates, defects liability periods, and adjudication, mediation, and arbitration procedures.

Q5 How is the "Master Construction Contract Management: Comprehensive Guide" course applied in real-world practice?

Delegates apply it through contract management plans, tender document reviews, payment application checks, variation registers, programme reviews, delay and claims files, completion certificates, defects tracking, final accounts, and closeout reports. They also use it to brief project teams on contractual duties and to prepare files for adjudication or arbitration.