THE CONTRACTS & PROJECT MANAGEMENT



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Introduction

The Contracts & Project Management examines how delivery teams align contractual obligations with project execution so that scope, time, cost, and quality all hold together. This Training Course covers contract formation, scope definition, scheduling, cost control, variation management, and claims handling. Participants study FIDIC and NEC4 conditions, PMBOK practices, earned value management, risk registers, and obligation tracking. Furthermore, the programme connects legal terms to delivery reality through contract-reading labs, schedule exercises, and claim simulations. As a result, delegates leave able to run projects where contract rights and project controls work as one system.

The Contracts & Project Management Course Objectives

- Define the relationship between contract terms and project delivery.
- Interpret contract documents, precedence rules, and key obligations.
- Build scope statements, work breakdown structures, and specifications.
- Develop schedules, milestones, and critical path analysis.
- Apply cost control methods including earned value management.
- Manage variations, change orders, and scope control discipline.
- Track obligations, notices, and time bar requirements.
- Assess and mitigate project and contract risk together.
- Prepare, defend, and evaluate claims with proper evidence.
- Close out contracts and capture lessons learned.

Course Methodology

- Interactive workshops using real contract and project files.

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- Contract clause analysis linking terms to delivery duties.
- Scope, WBS, and schedule development exercises.
- Earned value and cost control modelling sessions.
- Variation, notice, and claim simulation with peer review.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Project managers and project engineers.
- Contract managers and administrators.
- Quantity surveyors and cost engineers.
- Commercial and procurement managers.
- Planning and scheduling professionals.
- Legal counsel and contracts advisors.
- Owners' representatives and consultants.

The Contracts & Project Management Course Outlines

Day 1: Contract Foundations for Project Delivery

- Contract formation, offer, acceptance, and consideration.
- Contract architecture: recitals, definitions, and schedules.
- Precedence of documents and interpretation rules.
- Standard forms: FIDIC, NEC4, and JCT conditions.
- Roles: employer, engineer, contractor, and subcontractor.
- Ethics, integrity, and conflicts of interest.
- Governance, approval routes, and delegated authority.

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Day 2: Scope, Specifications, and Planning

- Scope statements and statement of work drafting.
- Work breakdown structure and deliverable definition.
- Technical specifications and performance parameters.
- Milestones, sequencing, and critical path method.
- Resource planning and productivity assumptions.
- Baseline approval and change control philosophy.
- Interface and dependency management.

Day 3: Cost Control and Payment

- Estimate classes and cost breakdown structures.
- Budgeting, cash flow, and expenditure forecasting.
- Earned value management: PV, EV, AC, SPI, and CPI.
- Payment terms, certification, and valuation cycles.
- Retention, advance payment, and security instruments.
- Price adjustment, indexation, and currency clauses.
- Cost reporting and variance analysis.

Day 4: Variations, Notices, and Contract Administration

- Variation control and change order procedures.
- Obligation registers and responsibility matrices.
- Notice regimes and time bar management.
- Progress monitoring and milestone certification.
- Delay events, extensions of time, and disruption.

- Claims documentation, evidence, and quantum assessment.
- Suspension, termination, and step-in rights.

Day 5: Risk, Disputes, and Project Closeout

- Risk registers and joint contract-project risk review.
- Insurance, indemnities, and liability allocation.
- Dispute avoidance and early warning mechanisms.
- Negotiation, mediation, and adjudication options.
- Final accounts, defects liability, and retention release.
- Closeout documentation, records, and lessons learned.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing The Contracts & Project Management, participants will have acquired a practical command of contract interpretation, scope and schedule planning, cost control, variation and notice management, and claims handling. They will know how to link contractual rights to project controls, protect entitlements within time bars, and manage risk across both disciplines at once. In addition, the course prepares delegates to close out projects cleanly with complete records. As a result, they return to work ready to deliver projects with contractual and commercial discipline. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for The Contracts & Project Management course

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Q1 What is the "The Contracts & Project Management" course about?

It is a five-day programme that connects contract terms with project delivery practice. It covers contract formation and interpretation, scope and schedule planning, cost control with earned value management, variations and notices, claims and dispute avoidance, risk allocation, and project closeout.

Q2 What are the key benefits of the "The Contracts & Project Management" course?

Participants gain the ability to read contracts for delivery obligations rather than legal language alone, control scope and cost with managed baselines, and protect entitlements through proper notices and records. They also learn to handle variations and claims with evidence and to close projects without lingering disputes or cost surprises.

Q3 What skills will I gain from the "The Contracts & Project Management" course?

Contract interpretation with obligation and notice tracking, scope and schedule planning with WBS and critical path analysis, cost control with earned value management and payment certification, and variation, claim, and dispute management with project closeout.

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Q4 What tools, methods, or standards are covered in the "The Contracts & Project Management" course?

The course covers contract formation principles, rules of document precedence, FIDIC, NEC4 and JCT standard forms, statements of work and work breakdown structures, milestone and critical path method scheduling, resource planning and productivity assumptions, estimate classes and cost breakdown structures, earned value management with PV, EV, AC, SPI and CPI, payment certification and valuation cycles, retention, advance payment and security instruments, price adjustment and indexation clauses, variation and change order procedures, obligation registers and responsibility matrices, notice regimes and time bar management, delay analysis and extensions of time, claims documentation and quantum assessment, suspension and termination provisions, risk registers and joint risk review, insurance and indemnity allocation, dispute avoidance and early warning mechanisms, negotiation, mediation and adjudication options, final account and defects liability procedures, and retention release and closeout documentation.

Q5 How is the "The Contracts & Project Management" course applied in real-world practice?

Delegates apply it through contract registers, scope statements, work breakdown structures, project schedules, cost baselines, earned value reports, payment certificates, variation orders, notice logs, obligation trackers, risk registers, claim files, dispute submissions, final accounts, and closeout reports. They also use it to brief project teams on contractual duties and to prepare records that withstand audit and claims review.

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