

# Contract Management

## Course Agenda

### DAY 1:

**9:00 am** Arrival (30 mins)

**9:30 am** Welcome (30 mins)

- Facilitator introduction
- Before we begin
- Course background

**10:00 am** **Section 1 – Introduction (60 mins)**

- What is a contract
- Why are they relevant to infrastructure projects?
- What is contract management?

**11:00 am** Morning Tea (30 mins)

**11:30 am** Course Recommence

**Section 1 – Introduction Cont. (60 mins)**

- Roles in contract management
- Head-contract vs Sub-contract
- Contract Formation vs Contract Administration

**12:30 pm** Buffet Lunch (60 mins)

**1:30 pm** Course Recommence

**Section 2 – Understanding a Contract (90 mins)**

- Scenarios – what do we do in these different situations?
- Contract forms
- Contract Structure
- Rights and obligations summary
- Discrepancy in the contract documents

**3:00 pm** Afternoon Tea (30 mins)

**3:30 pm** Recap of Day 1 (30 mins)

**4:00 pm** Close

## DAY 2:

**9:00 am** Course Commence

**Section 3 – Business as Usual Contract Management (120 mins)**

- Principles
- Commercial Communication
- Work under the contract
- The Scope of Works
- Scope allocation

**11:00 am** Morning Tea (30 mins)

**11:30 am** Course Recommence

**Section 3 – Business as Usual Contract Management Cont. (60 mins)**

- Time
- Practical Completion
- Construction program
- Payment
- Quality and Defects
- Security
- Insurances

**12:30 pm** Buffet Lunch (60 mins)

**1:30 pm** Course Recommence

**Section 4 – Change and Issue Management (120 mins)**

- Variations - Types
- Variations Claimed
- Variations Proposed
- Default
- Disputes

**3:30 pm** Afternoon Tea (30 mins)

**4:00 pm** Course Recommence

**Section 5 – Tools for Effective Contract Management (60)**

- Project Management = Contract Management
- Communication and Relationships
- Negotiation
- Documents and Record Keeping
- Risk Transfer

**5.00pm Recap of Day 2 (10 mins)**

**5.15pm Close and Farewell**