



# CONTRACT MANAGEMENT FUNDAMENTALS



## Course Overview:

This 2-day practical hands-on training course is focused on developing your knowledge and skills to perform in a Contract Manager role.

It focuses on understanding the key contract structure, terminology and clauses, particularly when reviewing a contract's content.

It aims to give insight into how to manage the contract execution and close-out phases, primarily for complex project-based contracts.

## Who Should Attend:

- Contract Managers;
- Contract Administrators;
- Project Managers;
- Project Administrators; and
- Procurement Officers.

## Education Formats:

This course is available in face-to-face, in-house customised or blended learning formats.

## Key Course Contents:

### Day 1 Contract Law and Structure

- Introduction to Contract Law
- Legal Obligations of the Parties
- Contract Life Cycle
- Head Contract versus Subcontracts
- Tender Process Overview
- Negotiation Principles
- Contract Formulation
- Avoidance
- Key Contract Terms and Clauses
- OS&H Legislation

### Day 2 Contract Execution and Close-Out

- Contract Management Plan
- Risk Management
- Issues Management
- Meeting Management
- Claims Management
- Variation Management
- Tracking Performance
- Discharge and Termination
- Survival Clauses
- Legal Remedies

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