



*Training Course:  
Contracts Administration: From Award to  
Completion*

*29 September - 3 October 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Contracts Administration: From Award to Completion

Training Course code: PC4093 From: 29 September - 3 October 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction

The objective of every organization is that the contracting process results in a fair and reasonable price for a high quality on time deliverable. To meet this objective, world-class organizations view the application of best practices in contract administration after the award as being essential skill sets needed by all employees involved in the contracting process. Included in this fast-paced program to show renewed emphasis on this critical phase of contract management is:

- Effective Contract Administration
- Interpretation of Contracts
- Maintaining Contract Schedules
- Controlling Contract Changes

### Course Objectives

- Be able to provide better outcomes from contracts
- Review Contract administration techniques
- Explore contract monitoring techniques
- Learn how to get fair treatment in contract changes
- Know how to analyze contracts
- Discuss contract termination issues
- How to Prepare for claims and disputes
- Review acceptance and Contract closeout issues
- Study the Inputs and outputs in contract administration

### TRAINING METHODOLOGY

Participants will increase competencies through a variety of instructional methods including a lecture by an experienced practitioner and consultant, exercises, and group discussions covering current practices and their

relationship to the implementation of new concepts.

## Course Summary

With the ever-increasing quantity of outsourcing by organizations, Contract Administration is emerging as an essential competency for professionals and managers in most functional activities that are involved in the acquisition of goods, equipment and services. This programme is designed to take the participant through the many steps of contract administration from the time the award is made through to final acceptance, payment, and the contract closeout so that the total objectives of entering into the contract are achieved.

## Course Outlines

### DAY 1 - Objectives of contract administration

- Effective Contract Administration
- The Most Critical Elements
- Key Players In Contract Administration
- Post Award Conference
- Analysis Of The Contract
- Establishing Major Deliverables
- What Needs To Be Measured?

### DAY 2 - Outputs and contract types

- Typical Outputs Of Contract Administration
- Monitoring Techniques
- Identify The Risk
- Responses To Risk
- Contract Types
- Administration In Cost Type Contracts
- Economic Price Adjustments

### DAY 3 - Maintaining schedules and contract changes

- Maintaining Contract Schedules

- Expediting Techniques
- Major Causes Of Changes
- Contract Price Changes
- Evaluating Price Changes
- Practical Considerations for Bonds and Guarantees
- Types of Bonds and Guarantees

#### DAY 4 - Issues in contract performance

- Contract Terminations
- Service Level Termination Event
- What Constitutes a Breach?
- Responding To A Breach
- Right To Cover
- Manuals And Drawings
- Supplier/Contractor Relations
- Sub-contractor Issues

#### DAY 5 - Acceptance and closeout

- Warranties
- Source Code Escrows
- Forms Of Payment
- Progress Payments
- Claims and Disputes
- Negotiation Of Claims And Disputes
- Final Acceptance
- Close-Out Procedures



- Post Contract Review Meeting

## Registration form on the Training Course: Contracts Administration: From Award to Completion

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

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### Company Information

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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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