

€ TRAINING

Conference on Contracts Administration
From Award to Completion





Conference on Contracts Administration From Award to Completion

Introduction:

This conference equips participants with essential skills to effectively manage contracts from the moment they are awarded until completion. Through it, participants will learn to oversee contract performance, mitigate risks, handle amendments, and ensure all contract terms are fulfilled for a smooth closeout.

Conference Objectives:

By the end of this conference, participants will be able to:

- Navigate all stages of contract administration from award to closeout.
- Manage contractor performance while ensuring compliance with contractual terms.
- Address and mitigate risks, and resolve disputes effectively.
- Handle contract changes and amendments without disrupting the timeline.
- Ensure efficient contract closeout and finalize all obligations.

Target Audience:

- Contract Managers.
- Project Managers.
- Procurement Officers.
- Legal and Compliance Professionals.
- Business Owners and Executives managing contracts.

Conference Outline:

Unit 1:

Fundamentals of Contract Administration:

- Key principles of contract administration.
- Stages of the contract lifecycle.
- Roles and responsibilities in contract management.

- Essential contractual terms and how to manage them.
- Setting up clear communication and reporting systems.

Unit 2:

Managing Contract Performance:

- Monitoring contract performance.
- Ensuring compliance with timelines and deliverables.
- Managing financials: payments, invoices, and budgets.
- Dealing with performance issues and non-compliance.
- Establishing performance review systems.

Unit 3:

Risk Mitigation and Dispute Resolution:

- Identifying and assessing risks in contracts.
- Developing strategies to mitigate risks.
- Managing conflicts and resolving disputes.
- Understanding legal implications of contract breaches.
- Exploring arbitration and mediation in resolving disputes.

Unit 4:

Handling Change Orders and Amendments:

- When and why contract changes are needed.
- Processing and managing change orders efficiently.
- Assessing the impact of amendments on the contract.
- Ensuring legal compliance during contract modifications.
- Strategies for minimizing disruptions due to changes.

Unit 5:



Contract Closeout and Completion:

- Steps for successful contract closeout.
- Ensuring all obligations are met before closure.
- Final documentation and records management.
- Evaluating contractor performance and lessons learned.
- Best practices for effective contract closure.