



Project & Contract Management

# Contract Management Principles and Practices

## Course Introduction

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Faced with increasing challenge to reduce costs and improve financial and operational performance, companies can benefit from effective contract management to get the best from every project. Business heads, project managers, contract managers, and other professionals involved in the development of contracts must have an understanding of what the binding document actually states and a willingness, by the contractual parties, to cooperate in achieving the desired goal.

This 5-day Boost training course is designed to provide participants with the fundamental foundations and practices in managing contracts effectively – whether in the field of construction, the supply of equipment and materials, or in the delivery of services.

## Target Audience

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This course is tailored for contract managers, legal professionals, procurement specialists, and business professionals involved in negotiating, drafting, and managing contracts across various industries.

## Learning Objectives

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- Gain a comprehensive understanding of the role of contracts within a business.
- Learn how strategies can be developed to improve the commercial outcomes and the management of contracts.
- Identify modern tools and techniques for dispute resolution and international conflict negotiations and apply rules of contract interpretation in project disputes.
- Understand contract components and the process of management from drafting, development, to implementation.
- Prepare, formulate contract claims and disputes for projects.

- Analyze contract obligations and risks.
- Administer contracts appropriately, and know when and how to terminate before or upon completion.

## Course Outline

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### • Day 01

#### **Introduction to Contract Management**

- The Role of Contract in the Business Environment
- What is Effective Contract Management and why do we need it?
- The causes and effects of contract failure
- Analysis of the Contract requirements
- Defining the Job to be done – specifications and the scope of work
- Key Players in Contract Management

### • Day 02

#### **Managing Contract Risks**

- Identifying risks affecting time, cost and quality
- Responses to risk
- Contract Types and how they manage risk
- Important contract clauses about risk
- Using Bonds and guarantees
- Contract templates: FIDIC, NEC and other standard models

### • Day 03

#### **Establishing the Framework for Contract Performance**

- Building a relationship for supplier performance
- Motivational techniques – carrots and sticks
- Contractor warranties
- Monitoring service performance
- Service Level Agreements
- Tools and techniques for contract default

### • Day 04

## Managing claims and disputes

- Typical contract claims – scope, delay, quality, payment
- Implementing penalties or service credits
- Liquidated and unliquidated damages
- Termination and other methods of dealing with default
- Defects Liability Management
- Dispute Resolution – Modern tools and techniques (including International Dispute Resolution)
- Contract closeout

### • Day 05

## Best Practices around Price and Cost issues

- Setting the supplier's agenda on costs and prices
- Cost and Price analysis methods
- Using economic price adjustment techniques
- Price transparency and cost breakdowns
- Managing the financial impact of contract variation
- Negotiation techniques for improving value for money

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 5, 2025	May 9, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Aug. 11, 2025	Aug. 15, 2025	5 days	5950.00 \$	USA - Texas
Oct. 12, 2025	Oct. 16, 2025	5 days	2150.00 \$	Virtual - Online
Nov. 17, 2025	Nov. 21, 2025	5 days	4250.00 \$	UAE - Dubai