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Contract Administration: Understanding and Implementing Contractual Obligations

30 March 2025 - 2025 A

Sharm El-Sheikh (Egypt)

Contract Administration: Understanding and Implementing Contractual Obligations

course code: C8159 From: 30 March 2025 - 2025 April 3 Venue: Sharm El-Sheikh (Egypt) - Maritim Jolie Ville course
Fees: 3700 Euro

Conference Objectives:

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

- Identify administration tools and the roles of the contract administrator.
- Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts.
- Understand the importance of knowing contractual terms and conditions.
- Review techniques for solving problems as well as partnering with contractors.
- Discuss ways of using lessons learned.
- Identify Alternative Dispute Resolution (ADR) and ways to resolve claims.

This conference is designed for:

All those involved in any aspect of implementing, managing or administering contracts; also those involved in any step of contract preparation and award for them to realize the importance of a well prepared contract. This program is worth 25 NASBA CPEs.

Conference Outline:

Principles of Contracts

- Definitions
- Legal and Business Considerations
- Difficulties

Administration Tools

- Roles
- Issues
- Checklists
- Calendars
- Documents

Contractual Provisions Affecting Implementation

- General Terms and Conditions
- Exceptions to Terms
- Special Terms and Conditions

Management of Contracts in Progress

Risk Allocation

- Hold Harmless Clauses
- Types of Damages
- Limitation of Liability

Contract Administration

- Partnering
- Problem-Solving versus Confrontation
- Contract Interpretation

Claims and Change Orders

- Legitimate and Not-So-Legitimate Claims
- Variation and Change Orders

Lessons Learned

- How, Who, Where and When

- Avoiding Problems: Importance of Communication
- Know Your Contract

Dispute Resolution

- Negotiation
- Other Procedures