



# Contract Management and Administration Fundamentals

Mastering the Essentials: A Comprehensive Guide to Contract Management and Administration.



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This course is a core unit in the Contract Management Professional Certification.



Use this course to help fulfil your Continuing Professional Development (CPD) educational requirements to retain your professional status.

## Course Overview

This is the first course in our Contract Management Professional (CMP) certification program.

Contract administration is a broad term used to describe the management of the parties' responsibilities in delivering contracts. At the core of each responsibility is the contract. The contract management and administration fundamentals course briefly reviews the formation and interpretation of contracts as the rules of engagement between parties embarking on a project.

It then looks at the processes of administration and management of the contract throughout the course of a project. Furthermore, this contract management fundamentals training course will provide the knowledge for developing practical procedures to deliver a streamlined contract administration process.

Participants will also review the crucial interface between the contract administrator's role and responsibilities, and that of the project manager project management functions.

Finally, as claims processes are fundamental concepts in contract administration, the course examines the most common claims, with an emphasis on claims for variations and delays. The approach to dealing with delivery defects is also addressed.

Teaching methods will include the interpretation of examples provided.

## Key Benefits

- Clarify the roles of the contract manager and contract administrator
- Understand key aspects of contracts: as a contract manager how to read, interpret and evaluate them
- Examine fundamental facets of contract administration and claims processes
- Appreciate the contractual issues surrounding variations, delays and defects; and develop procedures to effectively deal with these issues
- Ensure both contract administration and project management endeavours emphasise contract compliance throughout the delivery process
- Analyse key principles of effective document control, reporting and communication systems
- Discover cooperative negotiation and partnering skills for dispute avoidance and resolution

## Who Should Participate

This practical introductory course is relevant for those involved with any aspect of the management or administration of contracts, including developing or evaluating contracts, performing day-to-day contract administration, or interacting directly with those who do – in any industry sector.



## THE CMP CERTIFICATION FRAMEWORK

The CMP provides a robust method of up-skilling and recognising an individual's expertise and experience in contract management and procurement. Our combination of in-class teaching, facilitation, knowledge based testing and workplace evidence based examinations has been carefully crafted to not only teach knowledge and skills, but to also demonstrate how individuals can apply their knowledge to work based situations. This Certification is recognised by IIBT.

Contact us to see how we can help you: Visit [www.informacconnect.com/academy](http://www.informacconnect.com/academy), email [training@informa.com.au](mailto:training@informa.com.au) or phone +61 (2) 9080 4399.

### ABOUT IIBT



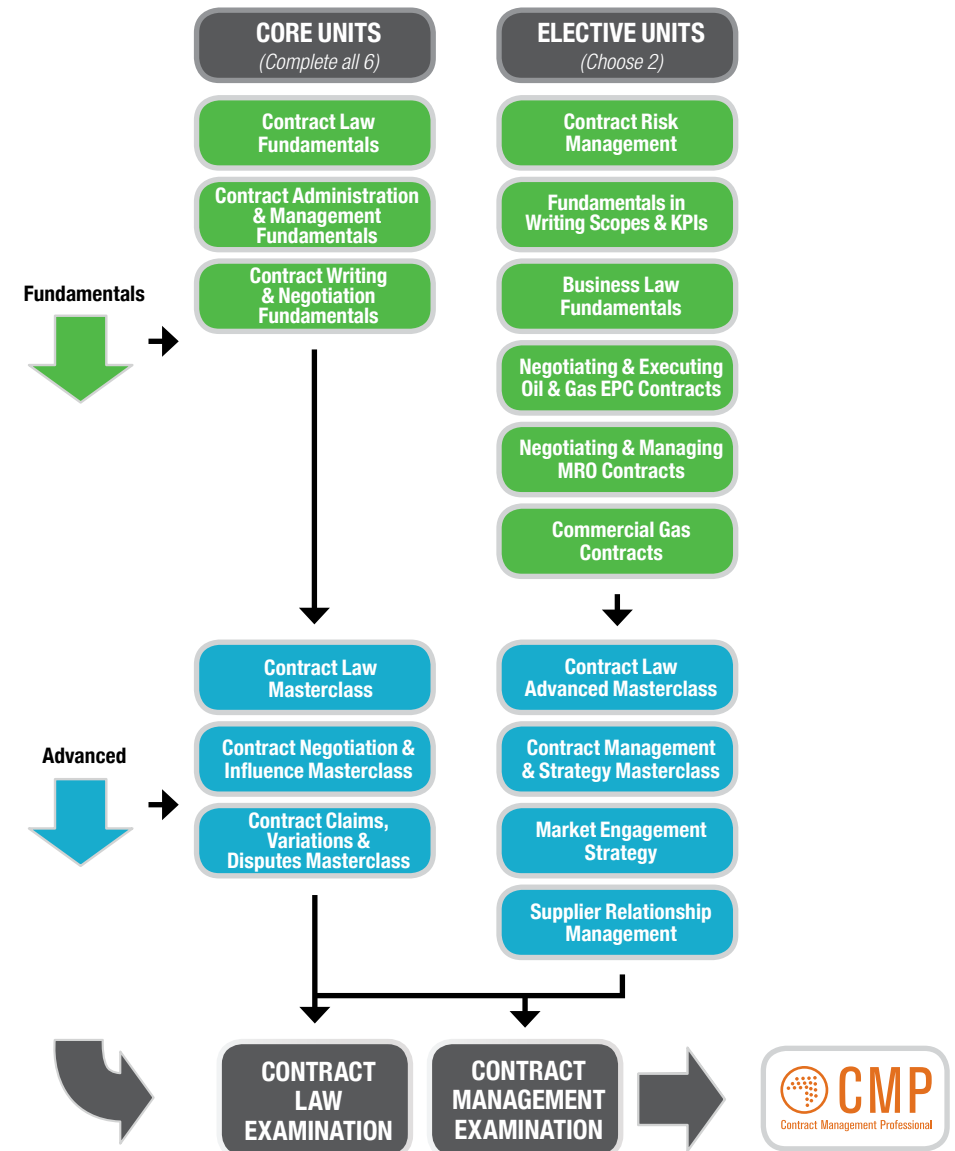
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### THE IIBT / INFORMA CONNECT ACADEMY ALLIANCE

IIBT and Informa Connect Academy joined together to provide a pathway for those who complete Informa's CMP at the Master level. All CMP Masters will receive Recognised Prior Learning (RPL): 2 units of credit in the 12 month, Higher Education, University level Diploma of Business Administration.

- Business Law (BL101)
- Management in Organisations (MGT101)

**\*This is a Higher Education Diploma equivalent to first year university NOT a Vocational Education Diploma.**



## Understanding Contract Management

- Contract management principles
- Pre-award, award and post-award considerations of contract management from both buyers' and sellers' perspectives
- Detailing the role of the contract manager
- Understanding where contract management fits with the broader organisational goals
- Strategic considerations behind contract management

## The Importance of Contract Administration and the Implications of Getting it Wrong

- Contract awareness –What makes a contract?
- Comparing and contrasting the roles of a contract manager and a contract administrator
- What's relevant and what's not in terms of your role as an administrator
- The importance of contract administration
- How getting it right can add value
- Examining different types of contractual delivery systems

## The Contract – a Management Perspective

- Understanding quoting and tendering to ensure proper process is maintained
- Pre-contractual negotiations – How to use them to ensure your desired risk transfer is achieved
- Contract formation – Various approaches and what to be careful of
- Documentation – Understanding the purpose and importance of various documents that make up a typical set of contract documents
- Contractual interpretation – How to use it to inform sensible contract management decisions

## Contract Planning and Risk Management

- Developing the overall management plan for the contract
- Aligning contract planning with established organisational systems
- Evaluating risks
- Using contracts as effective risk management tools and developing strategies for mitigating risk that arise from contracts
- Making the contract effective in practice

## The Claims Process – Theory and Practice

- Overview of the claims process
- Key points in formulating claims
- Key considerations in valuing claims
- The contract administrator's relationships and responsibilities, and those of the project manager
- The administrator's role and limits of authority
- Examining other roles in the contract management network and their associated limits of authority/decision making power (contracts manager, superintendent, project manager, project director, development manager, functional manager etc.)
- The interpersonal communication to make contracts happen
- Ethics in contract management – Are contractual obligations and ethics the same thing?

## Contract Administration and Project Management

- The interface between contract administration and project management
- The importance of effective systems for the administration of contracts
- Establishing timelines, lookups and prompts
- Contract compliance: monitoring, reporting and adherence to standards
- Document control and milestone planning
- Developing communication systems within the contract delivery hierarchy

## Contract Management Specific Communication Skills

- Understanding how effective contract-specific communication can
- facilitate optimum contract delivery and administration outcomes
- Pre-award conferences, the benefits and disadvantages
- Pre-contract conferences – Their value and how to run them effectively
- Delegating effectively
- Dispute avoidance and resolution-contractual principles and practical procedures

## Claims, Variations, Disagreements and Disputes

- Payment claims – The legal principles and the practical procedures
- Variations – Legal principles and practical procedures
- Delays, extensions of time, delay costs and damages – Legal principles and practical aspects of their management
- Defects – The contractual remedies and the practical procedures for ensuring they are realised throughout the course
- Examination, dissection and discussion of case studies
- Throughout the course, participants will interact and work with examples and case studies to identify various points of contract law, contract interpretation and practical contract administration. This is aimed at assisting learning

***"I enjoyed the case studies & examples.  
Understanding contract admin terminology & I  
gained a better knowledge of the concepts."***

**Contracts Manager  
Austar**





## Margaret Andrè

In 2017 Margaret started her own legal practice after having worked in a boutique law firm that specialised in construction law matters. She has a general interest and sound knowledge of the building and construction sector and is experienced in dispute resolution processes including mediation, adjudication, arbitration and litigation.

Margaret has a strong customer focus and always strives to ensure she is able to add value to her client's business by utilising her wide network base to assist in meeting their needs. With an approachable manner and her flexibility to work with her clients in a timely and cost-effective manner, many of Margaret's clients are referrals from her existing or former clients.

***"Margaret's inclusiveness and friendliness contributed to the learning experience. Her knowledge on the subject was great."***

Project Support Officer  
**Queensland Health**



## Beverley Honig BA. LLB. MBA

Chief Executive Officer, Honeylight Enterprises Pty Ltd

Beverley Honig is an internationally qualified lawyer with over 20 years' experience in Australia, the United Kingdom and Middle East. A winner of The Australian Financial Review and Westpac 100 Women of Influence Awards, she is also listed in the Who's Who of Business in Australia and the Businesswomen Hall of Fame.

With her pre-eminent expertise in projects and contracts, she is the published author of several bestselling books, including textbook "Project Management: A Managerial Process (McGraw Hill, 15th edition), and "Making Contracts Work" (2010). Besides serving as a judge for the Essential Services Commission Appeals, Beverley is also a Board Director and Chairman of several public and private companies.

***"I have done many courses in contracts over the last 20 years and this is by far the most informative session I have ever attended. Brilliant stuff."***

Supply Chain Manager  
**Loy Yang Power**



## Sean McCarthy

Having spent many years in the building and construction industry, I now practice solely as a construction and fire engineering lawyer. Generally my work involves “front end” advice, negotiating, drafting and amending agreements to appropriately reflect the risk propensity of the parties to the contract.

Prior to my current role with Warringtonfire, I enjoyed stints with private practice, Government and in-house roles always assisting clients with legal advice within the context of achieving commercial objectives.

In addition, I have completed a significant amount of training in negotiation, deploying those skills to assist in both early dispute resolution and contract negotiation.

Outside of my role with Warringtonfire, I advise and assist others with contract and contract management training.

*“Very enjoyable course. Was interesting and useful throughout. Time went quickly and learnt a lot. Liked the approach encouraging a lot of discussion and real examples from the group as well as real examples from Sean’s own workplace.”*

Contract Analyst

**SA Water**





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# Academy

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Our comprehensive range of courses and programmes are tailored to meet the needs of all professionals, from aspiring specialists to seasoned experts. We partner with elite academic organisations and industry leaders with unmatched expertise in their respective fields to deliver an exceptional learning experience.

## ABOUT TIMINGS, PRICING AND DOCUMENTATION

Course fees include documentation, luncheon and refreshments for in-person learners. Delegates who attend all sessions and successfully complete the assessment, will receive a Informa Certificate and any applicable partner certificates. A hard copy will be provided to in-person learners and a soft-copy will be provided to virtual learners.

## AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible.

To avoid delays, please ensure you apply for your visa several weeks before your intended travel date. Visa processing times can vary.

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A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the course. Only those delegates whose fees have been paid in full will be admitted to the course.

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