Informa Connect

Academy

Contract Management and Administration Fundamentals

A Complete Guide to the Principles of Contract Management

Attend In-Person or Live Digital

CMP
Contract Management Professional
Certification Course

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

World Commerce & Contracting

Informa Connect Academy is a World Commerce & Contracting Learning Partner.

CPD

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

Course Information

Overview

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

Informa Corporate Learning is a World Commerce & Contracting Learning Partner.

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

This contract management course is a well-devised combination of essential theory & best practices delivered by practical instruction examining contract delivery method selection, planning, reporting structures, claims & variations & other contract administration processes along with useful tools to streamline the role of managing contracts.

Who Will Benefit

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.

Key Learning Objectives

- 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

How AI is Changing Contracts

Contract Management is evolving to be one of the key business risks in an organisation. From contractors to Employees, AI is rapidly being deployed to ensure efficient and effective governance.

Our expert course instructor, Beverley Honig, a leading businesswomen, Contract Management expert, and author of 'Making Contracts Work,' delivered an insightful webinar that will help you explore:

- Using AI to improve contract management excellence
- Ways to prevent value leakage and manage legal risk in your Contract Management Process
- How performance management can be improved
- How to improve quality and save time and costs through a CMO

Using & understanding contracts as tools for ensuring deliverables

Our expert course trainer Sean McCarthy delivered an insightful webinar on "Using & understanding contracts as tools for ensuring deliverables".

You'll learn:

- Overcoming some of the common challenges associated with managing contracts
- How contracts act as tools for achieving set outcomes across deliverables or projects
- The importance of contract interpretation and building confidence in dealing with contracts

Course Information

About the Course

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.

Meet Your Course Directors

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.

Beverley Honig BA. LLB. MBA
Chief Executive Officer
Honeylight Enterprises Pty Ltd

Beverley Honig is an internationally qualified lawyer with over 30 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.

"Margaret's inclusiveness and friendliness contributed to the learning experience. Her knowledge on the subject was great."
Project Support Officer, Queensland Health

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 and World Commerce & Contracting.

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

World Commerce & Contracting

Informa Connect Academy is a Learning Partner of the World Commerce & Contracting which is a not for profit association and the only global body promoting standards and raising capabilities in commercial practice.

ABOUT IIBT

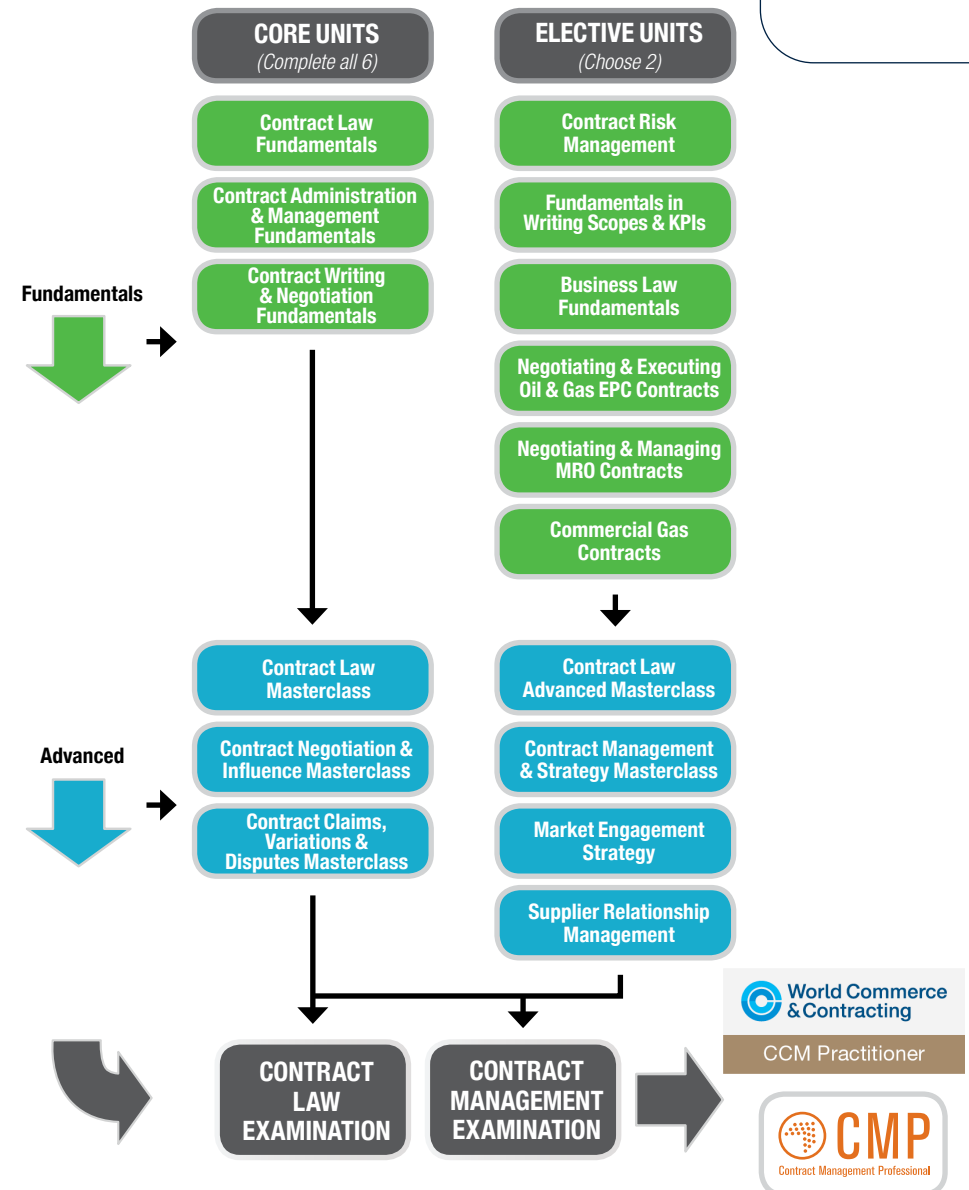**International Institute of Business & Technology Australia**

The International Institute of Business & Technology Aust (IIBT) is a highly respected, Government approved, Australian provider of higher education and VET programs. Their suite of programs includes a University level **Diploma of Business Administration**, equivalent to the first year of a business related undergraduate degree at Australian Universities. www.iibt.wa.edu.au

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.

Framework Diagram

CORE UNITS (Complete all 6)

Fundamentals:
- Contract Law Fundamentals
- Contract Administration & Management Fundamentals
- Contract Writing & Negotiation Fundamentals

Advanced:
- Contract Law Masterclass
- Contract Negotiation & Influence Masterclass
- Contract Claims, Variations & Disputes Masterclass

ELECTIVE UNITS (Choose 2)

Fundamentals:
- Contract Risk Management
- Fundamentals in Writing Scopes & KPIs
- Business Law Fundamentals
- Negotiating & Executing Oil & Gas EPC Contracts
- Negotiating & Managing MRO Contracts
- Commercial Gas Contracts

Advanced:
- Contract Law Advanced Masterclass
- Contract Management & Strategy Masterclass
- Market Engagement Strategy
- Supplier Relationship Management

CONTRACT LAW EXAMINATION → **CONTRACT MANAGEMENT EXAMINATION** →

World Commerce & Contracting — CCM Practitioner

CMP Contract Management Professional

Course Outline

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

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Easy Ways to Register

www.informaconnect.com/academy

+61 (02) 9080 4399

training@informa.com.au

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Course Code	Location/ Format	Course Dates	Early Bird price valid until ME - 2 Feb 24 PE - 2 Feb 24 SY - 23 Feb 24 BR - 23 Feb 24 ME02 - 2 Aug 24 PE02 - 2 Aug 24 BR02 - 16 Aug 24 SY02 - 6 Sep 24 CB - 11 Oct 24		Standard price valid after ME - 2 Feb 24 PE - 2 Feb 24 SY - 23 Feb 24 BR - 23 Feb 24 ME02 - 2 Aug 24 PE02 - 2 Aug 24 BR02 - 16 Aug 24 SY02 - 6 Sep 24 CB - 11 Oct 24	
P24GL04ME	Melbourne	21 - 22 February 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04PE	Perth	22 - 23 February 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04SY	Sydney	12 - 13 March 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04BR	Brisbane	14 - 15 March 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04ME02	Melbourne	20 - 21 August 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04PE02	Perth	22 - 23 August 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04BR02	Brisbane	3 - 4 September 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04SY02	Sydney	25 - 26 September 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**
P24GL04CB	Canberra	30 - 31 October 2024	$3,195 + $319.50 GST	**$3,514.50**	$3,395 + $339.50 GST	**$3,734.50**

Great Savings:
When you book **4 or more** participants! **Call us** today on **+61 (2) 9080 4399** or email **training@informa.com.au** to take advantage of the discount offer.

Course Code	Location/ Format	Course Parts	Course Dates	Standard Price	
P24GL04AUV	Live Digital	All 4 Parts	20 - 28 June 2024	$2,495 + $249.50 GST	**$2,744.50**
P24GL04AU02V	Live Digital	All 4 Parts	2 - 10 December 2024	$2,495 + $249.50 GST	**$2,744.50**

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ON-SITE & CUSTOMISED TRAINING

Informa Connect Academy has a long-standing track record of delivering very successful customised learning solutions achieving real and measurable value for our clients through our senior training consultants. If you have 8+ interested people, an on-site course can be the ideal solution – giving you the opportunity to customise our course content to your specific training needs, as well as attracting significant savings compared to public course costs.

Speak with **Sushil Kunwar** on **+61 (2) 9080 4370** to discuss your customised learning solution, or email **inhouse@informa.com.au**