

Contract Management Workshops - Online

This course provides a detailed overview of contract management tools and techniques, as well as an understanding of contract law principles.

Introduction to Contract Management

Welcome

The Basics of Contract Law

- Elements of a Contract
- Termination of Contracts
- Express and Implied Contracts
- Terms and Conditions
- Estoppel

Contract Documentation

- Types of Contracts
- Understanding Terms and Conditions
- Financial Aspects of Contracts
- Specifications in Contracts

Basic Contract Clauses

- Overview of Clauses
- Liquidated Damages
- Penalty Clauses
- Risky Clauses

Developing the Contract Management Plan

- The Content of the Contract Management Plan
- Timing including Start and Transition
- Key Performance Indicators in Contracts
- Risk Management in the Contract Management Plan
- Creating a Living CMP

Contract Administration

- What is Contract Administration?
- Communication Strategies
- Milestones and GANTT Charts
- Checklists and other Tools
- Project Management Techniques to Manage Contracts
- Maintaining Records

Managing Performance

- Key Performance Indicators
- Under Performance and Non-Performance
- Dealing with non-performance

Dealing with Variations and Disputes

- Variation Clauses and Formulas
- Understanding how to Corroborate Data
- Causes of Disputes
- Dealing with Disputes

Finalising and Terminating Contracts

- Finalising Contracts by Due Performance
- Reasons for Contract Cancellation and Termination
- The Process of Terminating Contracts

Contract Management Evaluation

- Why Evaluate Contracts?
- The Process of Contract Management Evaluation
- Documenting the Contract Management Evaluation Process

Fee: \$650.00 inclusive of GST