

# CONTRACT MANAGEMENT & ADMINISTRATION FUNDAMENTALS

## Training Course: A Complete Guide to the Principles of Contract Management

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

### LIVE ONLINE TRAINING

**Mar 2022** Part 1: 28<sup>th</sup> March Part 2: 29<sup>th</sup> March Part 3: 31<sup>st</sup> March Part 4: 1<sup>st</sup> April

Course Parts will commence at 12:00 and end at 16:00 (AEST). There will be short breaks during each course Part.

**Jun 2022** Part 1: 22<sup>nd</sup> June Part 2: 23<sup>rd</sup> June Part 3: 29<sup>th</sup> June Part 4: 30<sup>th</sup> June

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**Dec 2022** Part 1: 1<sup>st</sup> Dec Part 2: 2<sup>nd</sup> Dec Part 3: 8<sup>th</sup> Dec Part 4: 9<sup>th</sup> Dec

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**4 Part Series**

### FACE TO FACE TRAINING

21 – 22 February 2022 • Melbourne  
4 – 5 April 2022 • Canberra  
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24 – 25 March 2022 • Perth  
6 – 7 September 2022 • Brisbane

## Our Expert Course Instructors

### Margaret Andr 



Margaret is a practicing lawyer who specialises in contract law having advised and represented

a wide range of parties on their rights, obligations and risk exposure under a contract.

### Sean McCarthy



Sean McCarthy Sean offers over 20 years of expertise in contract management,

claims management, procurement and contract law.

### Beverley Honig BA, LLB, MBA



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.

### Darren Lott



Darren has worked in a diverse range of roles in both the public and private sector and has been running a very successful consultancy for over 15

years. His key areas of expertise are learning and development, human resource management, project and change management and online learning design.

## 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



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



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

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corporate learning

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## 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 management of the parties' responsibilities in delivering contracts. At the core of each responsibility is the contract. This 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, the 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 interpretation of examples provided.

## 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, and performing day-to-day contract administration, or interacting directly with those who do – in any industry sector.

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

Project Support Officer, **Queensland Health**

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## OUR EXPERT COURSE FACULTY

### Margaret André



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.

### Sean McCarthy



Prior to the study and practise of law, Sean spent over 20 years in building and construction in various roles featuring project management. He ran his own successful building company in Melbourne for 7 years. Here he navigated contract and site management as well as dealing with planning and regulatory issues.

Sean teaches part time at both ANU and the University of Canberra law faculties, and is currently a director at the Society of Construction Law Australia.

### 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.

### Darren Lott



Darren has worked in a wide variety of industry sectors. Apart from designing and delivering training programs for a variety of clients Darren has managed a number of large scale change programs for organisations such as TYCO, Norfolk, The Department of Agriculture, Leighton Contractors and Meals on Wheels. In previous roles he managed the Workforce Planning for BHP and has been a HR Manager in the IT Industry.

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## 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 role 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 administrators 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 realized 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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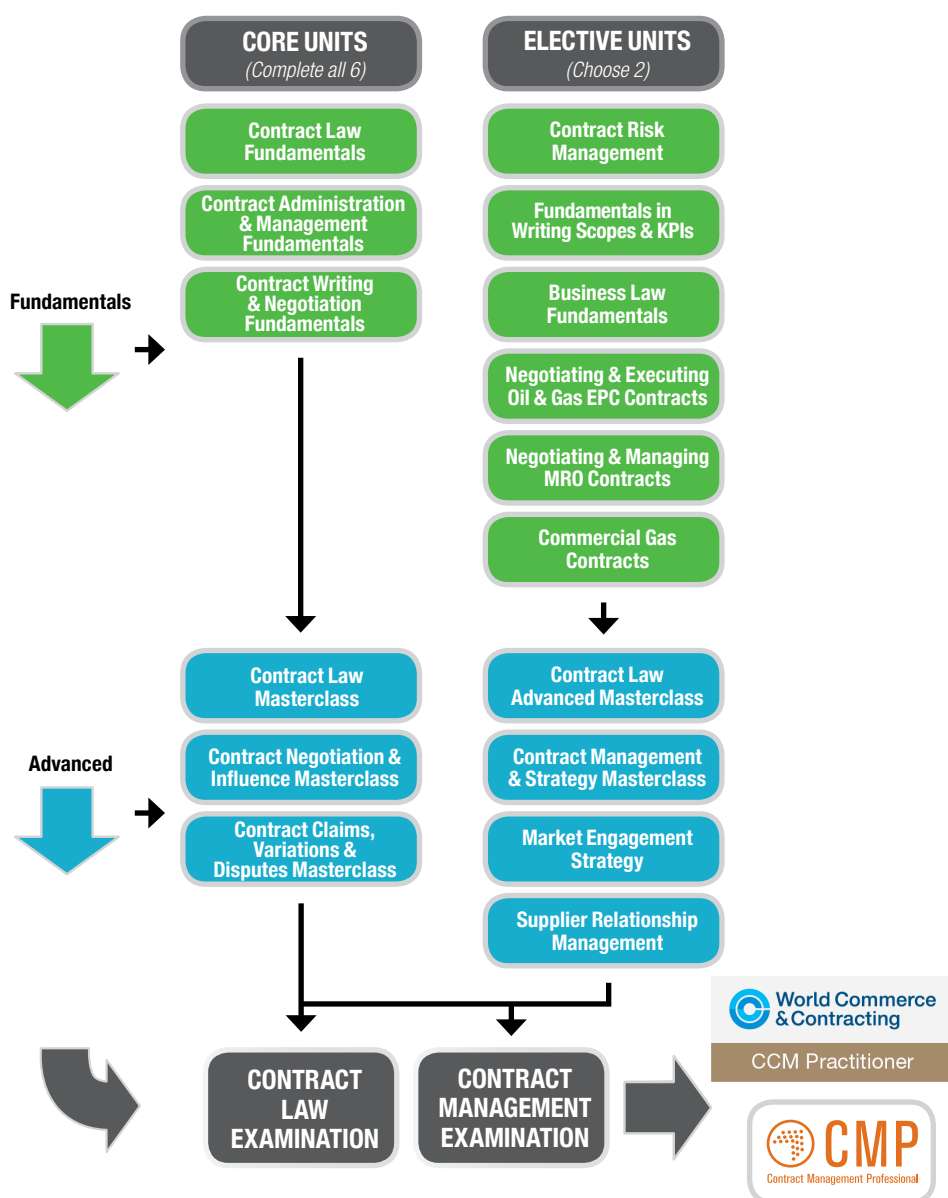
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## THE CMP CERTIFICATION FRAMEWORK

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.informa.com.au/training](http://www.informa.com.au/training), email [training@informa.com.au](mailto:training@informa.com.au) or phone +61 (02) 9080 4395



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## ABOUT IIBT



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](http://www.iibt.wa.edu.au)

## THE IIBT / INFORMA CORPORATE LEARNING ALLIANCE

IIBT and Informa Corporate Learning 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.**



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## Easy Ways to Register

**1 Web**  
www.informa.com.au/contractadmin

**2 Telephone**  
+61 (02) 9080 4395

**3 Email**  
training@informa.com.au

## Contract Management & Administration Fundamentals - Live Online Training

Course Code	Location	Course Parts	Month	Standard Price	4+ Dels Discount
P22GL04AU03V	Live Online Training	All 4 Parts	March/April 22	\$2,195 + \$219.50 GST	<b>\$2,414.50</b>
P22GL04AUV	Live Online Training	All 4 Parts	June 22	\$2,195 + \$219.50 GST	<b>\$2,414.50</b>
P22GL04AU02V	Live Online Training	All 4 Parts	December 22	\$2,195 + \$219.50 GST	<b>\$2,414.50</b>

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## Contract Management & Administration Fundamentals - Face To Face Training

Course Codes	Location	Course Dates	Early Bird price valid until ME - 4 Feb 22 BR - 25 Feb 22 SY - 4 Mar 22 PE - 4 Mar 22 CA - 18 Mar 22 ME02 - 5 Aug 22 PE02 - 5 Aug 22 BR02 - 19 Aug 22 SY02 - 9 Sep 22 CA02 - 30 Sep 22		Standard price valid after ME - 4 Feb 22 BR - 25 Feb 22 SY - 4 Mar 22 PE - 4 Mar 22 CA - 18 Mar 22 ME02 - 5 Aug 22 PE02 - 5 Aug 22 BR02 - 19 Aug 22 SY02 - 9 Sep 22 CA02 - 30 Sep 22		4+ Dels Discount	
P22GL04ME	Melbourne	21-22 February 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04BR	Brisbane	17-18 March 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04SY	Sydney	22-23 March 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04PE	Perth	24-25 March 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04CB	Canberra	4-5 April 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04ME02	Melbourne	22-23 August 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04PE02	Perth	25-26 August 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04BR02	Brisbane	6-7 September 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04SY02	Sydney	27-28 September 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60
P22GL04CB02	Canberra	17-18 October 2022	\$2,995 + \$299.50 GST	\$3,294.50	\$3,095 + \$309.50 GST	\$3,404.50	\$2,476 + \$247.60 GST	\$2,723.60

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