

# CONTRACT MANAGEMENT & ADMINISTRATION FUNDAMENTALS

## 2-Day 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



19-20 February 2019	Sydney
29-30 April 2019	Brisbane
20-21 May 2019	Melbourne
19-20 June 2019	Perth
19-20 September 2019	Sydney
28-29 October 2019	Melbourne
5-6 December 2019	Perth

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corporate learning

### Our Expert Course Faculty



#### Margaret André

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 offers over 20 years of expertise in contract management, claims management, procurement and contract law.

## 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.



Informa Corporate Learning is an IACCM Learning Partner.



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

**REGISTER NOW >** [www.informa.com.au/contractadmin](http://www.informa.com.au/contractadmin)

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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.

*"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

## Would You Like To Run This Course On-Site?

### Informa Corporate Learning: On-site & Customised Training

If you have **8+** interested people, an onsite course can be an ideal solution. Speak with **Anton Long** or **Holly Baldwin** on **+61 (02) 9080 4454** to discuss your customised learning solution, or email [training@informa.com.au](mailto:training@informa.com.au)

## 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.

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.

Prior to studying law, Margaret spent over 20 years lecturing adults at TAFE in either a full time or part time role and was regularly required to deliver training in commercial courses at TAFE in the areas of occupational safety and health, project management and business management. As a committed educator, Margaret adopts adult learning principles and endeavors to create an enthusiastic, collaborative and engaging learning environment for all course participants.

Margaret has delivered and written training and assessment material in the areas of contract law, due diligence, security of payments legislation and Australian consumer law for engineers, quantity surveyors, contract administrators and contract managers. Often the training and assessment material is developed after undertaking a training needs analysis to ensure the course content is appropriate and contextualized for the course participants.

As an advocate of lifelong learning, in addition to completing a Bachelor of Laws and a Bachelor of Education in Adult Education, Margaret also successfully completed a Certificate IV in Training and Assessment and a Certificate IV in Occupational Health and Safety.



**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.

Over the last decade, Sean has focused on construction, procurement, contracts and general property and commercial law in both his studies and in legal practice. He has been "in-house" legal practitioner for a major ACT government directorate providing advice across all facets of operations, and dealing with infrastructure disputes for the latter part of 2012.

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. He has written awarded papers on the role of "ethics" within the construction industry.

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## 2-Day 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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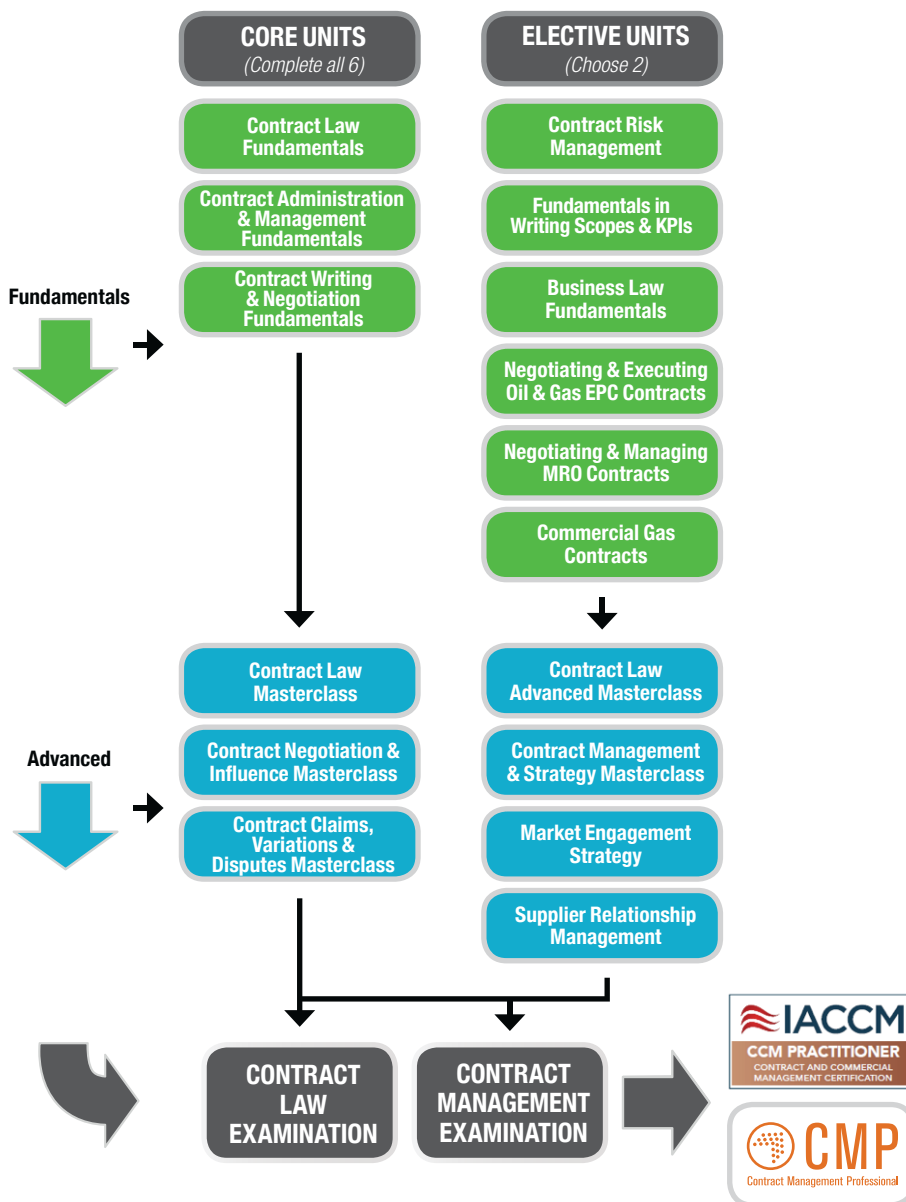
28-29 October 2019 • Melbourne  
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## THE CMP CERTIFICATION FRAMEWORK

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 IACCM.

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



Informa Corporate Learning is a Learning Partner of the International Association for Contract and Commercial Management (IACCM), which promotes the international standards and practices for defining and managing trading relationships.

### 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

## Stay Connected



Quote P19GL04 when you register.

## Contract Management & Administration Fundamentals

	Location	Course Dates	Super Early Bird price valid until SY - 11 Jan 19 BR - 22 Mar 19 ME - 12 Apr 19 PE - 10 May 19 SY2 - 9 Aug 19 ME2 - 20 Sep 19 PE2 - 25 Oct 19	Early Bird price valid until SY - 1 Feb 19 BR - 12 Apr 19 ME - 3 May 19 PE - 31 May 19 SY2 - 30 Aug 19 ME2 - 11 Oct 19 PE2 - 15 Nov 19	Standard price valid after SY - 1 Feb 19 BR - 12 Apr 19 ME - 3 May 19 PE - 31 May 19 SY2 - 30 Aug 19 ME2 - 11 Oct 19 PE2 - 15 Nov 19	4+ Dels Discount
P19GL04SY	Sydney	19-20 Feb 19	\$2,595 + \$259.50 GST <b>\$2,854.50</b>	\$2,795 + \$279.50 GST <b>\$3,074.50</b>	\$2,895 + \$289.50 GST <b>\$3,184.50</b>	\$2,236 + \$223.60 GST <b>\$2,459.60</b>
P19GL04BR	Brisbane	29-30 Apr 18	\$2,595 + \$259.50 GST <b>\$2,854.50</b>	\$2,795 + \$279.50 GST <b>\$3,074.50</b>	\$2,895 + \$289.50 GST <b>\$3,184.50</b>	\$2,236 + \$223.60 GST <b>\$2,459.60</b>
P19GL04ME	Melbourne	20-21 May 19	\$2,595 + \$259.50 GST <b>\$2,854.50</b>	\$2,795 + \$279.50 GST <b>\$3,074.50</b>	\$2,895 + \$289.50 GST <b>\$3,184.50</b>	\$2,236 + \$223.60 GST <b>\$2,459.60</b>
P19GL04PE	Perth	19-20 Jun 19	\$2,595 + \$259.50 GST <b>\$2,854.50</b>	\$2,795 + \$279.50 GST <b>\$3,074.50</b>	\$2,895 + \$289.50 GST <b>\$3,184.50</b>	\$2,236 + \$223.60 GST <b>\$2,459.60</b>
P19GL04SY2	Sydney	19-20 Sep 19	\$2,595 + \$259.50 GST <b>\$2,854.50</b>	\$2,795 + \$279.50 GST <b>\$3,074.50</b>	\$2,895 + \$289.50 GST <b>\$3,184.50</b>	\$2,236 + \$223.60 GST <b>\$2,459.60</b>
P19GL04ME2	Melbourne	28-29 Oct 19	\$2,595 + \$259.50 GST <b>\$2,854.50</b>	\$2,795 + \$279.50 GST <b>\$3,074.50</b>	\$2,895 + \$289.50 GST <b>\$3,184.50</b>	\$2,236 + \$223.60 GST <b>\$2,459.60</b>
P19GL04PE2	Perth	5-6 Dec 19	\$2,595 + \$259.50 GST <b>\$2,854.50</b>	\$2,795 + \$279.50 GST <b>\$3,074.50</b>	\$2,895 + \$289.50 GST <b>\$3,184.50</b>	\$2,236 + \$223.60 GST <b>\$2,459.60</b>

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### Informa Corporate Learning – On-site & Customised Training

Informa Corporate Learning 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.

### Why Choose On-site With Informa Corporate Learning?

- 1. Custom design** – Together, we will identify the best blended learning solution for your culture, your people and your training objectives.
- 2. Quality assured** – We design market-leading training programs, concepts and methodologies, with a 400+ course portfolio. Our rigorously selected 900+ instructor faculty are recognised experts in their field. Quality of their content and delivery methods is assured through continuous monitoring and evolution.
- 3. On-site training** is a cost effective way to train your people and achieve your defined outcomes.

### Our Long Standing Clients Include:

Ambulance Victoria, BHP, Department of Planning, Transport & Infrastructure, SA, Origin Energy, Electricity Generating Authority of Thailand (EGAT), ActewAGL, Ajilon, Arrow Energy, Barrick, Chevron Australia, Coffey International, ConocoPhillips, Dalrymple Bay Coal Terminal, Department of Education, ENI Australia, Fortescue Metals Group, IBM, Jemena, Office of the National Rail Safety Regulator, Pacific National, PT Freeport, Public Transport Authority – WA, QGC – BG Group, Rio Tinto, UBS, Woodside, IP Australia, ANU, Health Purchasing Victoria, Telstra, Queensland Rail, EY, Litmus Group and more...

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