



Construction Contract Administration and Performance Control Course



AGILE LEADERS
Training Center

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Overview

Construction Contract Administration and Performance Control Course is a five-day intermediate course for contract managers, project managers, commercial teams, quantity surveyors, engineers, consultants, and client representatives who leave with a Contract Administration and Performance Control Pack. Participants organize contract documents, assign responsibilities, control communications and notices, administer changes and payments, monitor performance, maintain records, prevent avoidable claims, and close contracts with traceable evidence. Agile Leaders Training Center connects construction contract administration with disciplined performance control.

Who Should Attend

- Teams responsible for administering construction contract obligations and communications
- Functions that control commercial changes, valuations, and payments
- Personnel who monitor contractor performance, milestones, and deliverables
- Advisers who coordinate contract records between clients, consultants, and contractors
- Leaders who oversee governance, risk allocation, acceptance, and closeout

The course assumes participants already work with construction contracts and project records, and it leaves out specialist delay analysis, dispute advocacy, and legal representation.

Departments and Industries

The course supports departments that administer and govern contracts across asset delivery.

- Construction, infrastructure, real estate, and industrial projects
- Contract management, commercial management, and quantity surveying
- Project controls, engineering, and site management
- Procurement, finance, legal coordination, and internal assurance
- Owner, consultant, contractor, and supply-chain teams

Learning Objectives

By the end of this course, participants will be able to:



- Analyze contract documents, obligations, and risk allocation
- Build a contract administration plan and responsibility matrix
- Apply communication, notice, record, and change controls
- Evaluate valuations, payments, milestones, and performance evidence
- Diagnose emerging issues before they become formal claims
- Build a controlled handover and contract closeout record

Course Agenda

Day 1: Contract Baseline and Governance

- Contract Document Hierarchy and Baseline Register
- Obligation Mapping and Responsibility Assignment Matrix
- Risk Allocation Review and Assumption Log
- Contract Management Plan Structure and Approval Routes
- Governance Calendar and Decision-Authority Map

Day 2: Communications, Notices, and Records

- Contract Communication Protocol and Correspondence Register
- Notice Trigger Matrix and Submission Workflow
- Instruction Validation and Authorization Checklist
- Contemporaneous Record Plan and Evidence Index
- Meeting Action Log and Escalation Pathway

Day 3: Change, Payment, and Commercial Control

- Change Identification and Variation Control Workflow
- Change Register and Impact Assessment Method
- Progress Measurement and Valuation Review Sheet
- Payment Certification Checklist and Reconciliation Log
- Security, Retention, and Commercial Exposure Register

Day 4: Performance, Risk, and Closeout

- Contract KPI Dashboard and Milestone Tracking
- Early Warning Log and Corrective Action Process
- Contract Risk Review and Issue Prioritization Matrix
- Taking-Over Readiness and Defect Control Checklist
- Final Account, Handover, and Closeout Evidence Index



Day 5: Administration Practice and Capstone

- Exercise: Reconcile the Contract Baseline Register
- Exercise: Draft and Review a Contract Notice
- Exercise: Assess a Variation and Payment Record
- Exercise: Diagnose Performance and Closeout Gaps
- Capstone Exercise: Contract Administration and Performance Control Pack

Practical Exercises

The course uses suggested activities to turn contract requirements into repeatable controls.

- Suggested activity: map document precedence, obligations, owners, risks, and approval routes for a construction scenario.
- Suggested activity: prepare a notice, correspondence entry, evidence index, and action escalation for an emerging issue.
- Suggested activity: review a change, valuation, payment recommendation, milestone status, and corrective action.
- Suggested activity: assemble a closeout pack covering acceptance, defects, final account, handover, and unresolved actions.

FAQs

Who suits the Construction Contract Administration and Performance Control Course?

It suits professionals who administer construction contracts, communications, changes, payments, performance, and closeout, and assumes practical exposure to contract documents and project records.

How does construction contract administration differ from construction claims training?

Construction contract administration focuses on routine obligations, notices, changes, payments, records, performance, and closeout; claims training focuses more deeply on entitlement, causation, quantum, delay, and dispute strategy.

What records support effective construction contract administration?

Effective records include controlled contract documents, correspondence, notices, instructions, meeting actions, progress evidence, change assessments, valuations, payment records, risk logs, acceptance records, and closeout actions.



How does performance control reduce construction contract issues?

Performance control makes obligations, milestones, evidence, deviations, owners, and corrective actions visible early enough for teams to respond through the contract's agreed procedures.

What does construction contract closeout require?

Contract closeout requires verified completion, acceptance evidence, defect status, handover records, final account reconciliation, release conditions, outstanding-action ownership, and an indexed contract file.

Conclusion

Participants take back a Contract Administration and Performance Control Pack containing the baseline, responsibility matrix, registers, notice controls, change and payment records, performance dashboard, and closeout index. The pack makes contractual actions and evidence easier to trace across project teams. It supports consistent decisions without replacing project-specific legal or technical advice.



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