



Contract Lifecycle Working Practices Foundation Course

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Overview

Contract Lifecycle Working Practices Foundation Course is a five-day course for contract, procurement, project, operations, and commercial professionals who leave with a Contract Management Working File. Participants connect handover, role clarity, duties, deliverables, records, supplier communication, performance monitoring, changes, payments, risks, escalation, and closeout. The course gives new practitioners a repeatable operating rhythm for keeping contract information, decisions, and actions controlled across the lifecycle. Agile Leaders Training Center presents contract lifecycle working practices as a foundation for disciplined delivery.

Who Should Attend

- Teams receiving signed contracts and preparing operational handover
- Functions tracking duties, deliverables, records, and supplier communications
- Groups monitoring performance, payments, risks, and approved changes
- Personnel recording issues and supporting escalation decisions
- Managers coordinating completion, handback, renewal, or closeout

The course assumes participants support active contracts and leaves out legal advice, advanced negotiation, detailed claims analysis, and dispute advocacy.

Departments and Industries

The course supports departments and industries that need consistent controls across the contract lifecycle.

- Contracts, procurement, commercial, projects, finance, and operations
- Construction, engineering, infrastructure, and facilities services
- Technology, telecommunications, and outsourced business services
- Energy, utilities, manufacturing, and industrial maintenance
- Transport, logistics, healthcare, and hospitality operations

Learning Objectives

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



- Apply a contract handover and role-confirmation method
- Build duties, deliverables, and record controls
- Analyze supplier performance and communication evidence
- Use payment, change, risk, and issue registers
- Prioritize escalation actions and decision owners
- Evaluate completion evidence and closeout readiness

Course Agenda

Day 1: Handover and Governance Setup

- Contract Handover Readiness Checklist
- Role, Authority, and Interface Matrix
- Contract Summary and Key-Term Sheet
- Governance Meeting and Decision Calendar
- Working File Structure and Access Index

Day 2: Duties, Deliverables, and Records

- Contract Duty and Owner Register
- Deliverable Acceptance Criteria Tracker
- Notice and Correspondence Control Log
- Document Version and Approval Register
- Action, Decision, and Evidence Record

Day 3: Performance and Supplier Communication

- Performance Measure and Data Definition Sheet
- Supplier Review Meeting Agenda Template
- Service Variance and Root-Cause Record
- Corrective Action and Owner Tracker
- Relationship Issue and Communication Map

Day 4: Payment, Change, Risk, and Escalation

- Payment Evidence and Approval Checklist
- Contract Change Request Control Pathway
- Commercial Risk and Response Register
- Issue Severity and Escalation Matrix
- Exception Decision and Authorization Note



Day 5: Lifecycle Control Practice

- Exercise: Configure Handover and Governance Controls
- Exercise: Build Duty, Deliverable, and Record Registers
- Exercise: Review Performance and Supplier Actions
- Exercise: Process a Payment, Change, and Risk Decision
- Capstone Exercise: Contract Management Working File

Practical Exercises

The course uses suggested activities to test contract lifecycle controls in operating contexts.

- Suggested activity: prepare a handover file for an outsourced technology service.
- Suggested activity: build a deliverable and correspondence record for an engineering contract.
- Suggested activity: review supplier performance and corrective actions for a facilities service.
- Suggested activity: process a change and closeout-readiness decision for a logistics agreement.

FAQs

Who suits contract lifecycle working practices and what do they assume?

Contract lifecycle working practices suit professionals who support active agreements and need foundation methods for handover, records, performance, changes, risks, escalation, and closeout.

How do contract lifecycle working practices differ from advanced commercial management?

Contract lifecycle working practices establish daily controls for delivery and records, while advanced commercial management addresses portfolio strategy, complex negotiations, value optimization, financial modeling, and senior commercial decisions.

What belongs in a contract management working file?

A contract management working file contains the handover checklist, role map, contract summary, duty and deliverable registers, correspondence index, performance records, payment evidence, change log, risk register, issue decisions, and closeout checklist.

How should contract performance be monitored?

Contract performance should be monitored through defined measures, agreed data sources, review cadence, variance records, root-cause analysis, corrective actions, accountable owners, decision logs, and escalation triggers.



When is a contract ready for closeout?

A contract is ready for closeout when deliverables and acceptance evidence are complete, payments and changes are reconciled, property and access are returned, residual duties are assigned, records are retained, and lessons are documented.

Conclusion

Participants take back a Contract Management Working File linking handover, roles, duties, deliverables, records, performance, payments, changes, risks, issues, and closeout. The file gives teams a common operating record throughout the contract lifecycle. It improves action ownership, decision traceability, and readiness for escalation or completion.



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