



Post-Award Contract Administration Training Course



AGILE LEADERS
Training Center

Post-Award Contract Administration Training Course

Overview

Post-Award Contract Administration Training Course is a five-day professional course for contract, procurement, commercial, project, finance, legal operations, service, and supplier management functions who leave with a Post-Award Contract Administration File. Participants connect handover, mobilization, obligations, deliverables, notices, records, performance, payment, change, issue escalation, and closeout. The course replaces fragmented follow-up with traceable controls from award to completion. Agile Leaders Training Center presents post-award contract administration as an operational contract discipline.

Who Should Attend

- Contract functions responsible for administration, notices, records, changes, and closeout
- Procurement functions responsible for award handover, supplier interfaces, and contract value
- Commercial and finance functions responsible for payment, change impact, and financial controls
- Project and service functions responsible for deliverables, acceptance, performance, and corrective action
- Legal operations functions responsible for interpretation support, escalation records, and dispute prevention
- Supplier management functions responsible for governance, meetings, actions, and performance evidence

The course assumes participants support active contracts and leaves out pre-award sourcing, jurisdiction-specific legal advice, and courtroom dispute procedure.

Departments and Industries

The course supports departments and industries that mobilize, deliver, monitor, pay, change, or close awarded contracts.

- Contracts, procurement, commercial management, and legal operations
- Project management, finance, service delivery, and internal assurance
- Construction, engineering, energy, and facilities services
- Technology, telecommunications, and managed services
- Healthcare, transport, professional services, and manufacturing

Learning Objectives

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



- Analyze award handover and mobilization requirements
- Build obligation, deliverable, notice, and record controls
- Apply performance, payment, and governance procedures
- Use change, issue, and claim-prevention workflows
- Diagnose non-performance and corrective-action gaps
- Evaluate closeout evidence and lessons learned

Course Agenda

Day 1: Handover and Mobilization

- Post-Award Contract Handover Checklist
- Contract Document Baseline Index
- Mobilization Milestone Plan
- Role and Authority Assignment Matrix
- Contract Governance Calendar

Day 2: Obligations and Records

- Contract Obligation Register
- Deliverable Acceptance Matrix
- Notice and Correspondence Protocol
- Contract Record Control Index
- Obligation Escalation Route Map

Day 3: Performance and Payment

- Performance Indicator Definition Sheet
- Service Evidence Review Checklist
- Balanced Performance Scorecard
- Payment Certification Control Flow
- Supplier Review Meeting Pack

Day 4: Change, Issues and Closeout

- Contract Change Control Workflow
- Change Impact Assessment Template
- Issue and Corrective Action Register
- Claim Prevention Evidence Log
- Contract Closeout and Lessons Checklist



Day 5: Post-Award Administration Practice

- Exercise: Validate an Award Handover and Mobilization Plan
- Exercise: Reconcile Obligations, Deliverables, and Notices
- Exercise: Review Performance Evidence and Payment
- Exercise: Control a Change and Escalate Non-Performance
- Capstone Exercise: Post-Award Contract Administration File

Practical Exercises

The course uses suggested activities to apply post-award contract administration across different delivery settings.

- Suggested activity: prepare handover, mobilization, and authority controls for an engineering services contract.
- Suggested activity: test deliverable evidence, performance results, and payment certification for a managed technology service.
- Suggested activity: assess a facilities contract change and document cost, schedule, service, and approval impacts.
- Suggested activity: close a professional services contract using records, acceptance evidence, open actions, and lessons learned.

FAQs

Who suits post-award contract administration training, and what does it assume?

It suits contract, procurement, commercial, project, finance, legal operations, service, and supplier management functions and assumes participants support active contracts after award.

How does post-award contract administration differ from pre-award contract training?

Post-award contract administration controls delivery after award through mobilization, obligations, evidence, performance, payment, change, and closeout, while pre-award training focuses on requirements, solicitation, evaluation, negotiation, and award.

What should a post-award contract handover include?

A post-award contract handover should include the executed document baseline, negotiated positions, obligations, deliverables, key dates, authorities, risks, payment rules, reporting expectations, open actions, and mobilization ownership.



How is supplier non-performance managed after contract award?

Supplier non-performance is managed through verified evidence, contract requirements, issue classification, corrective actions, escalation routes, documented decisions, and follow-up against agreed completion points.

Why is change control important in post-award contract administration?

Change control preserves the approved contract baseline by recording the request, authority, impact, decision, revised terms, implementation action, and evidence before uncontrolled practice alters cost, schedule, scope, or service.

Conclusion

Participants leave with a Post-Award Contract Administration File containing the handover checklist, baseline index, obligation register, evidence controls, performance scorecard, payment flow, change workflow, issue register, claim-prevention log, and closeout checklist. The file replaces informal follow-up with traceable ownership and decisions. It connects awarded terms to delivery, payment, change, and closure.



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