



Project Contract Negotiation and Control Foundation Course

9 – 13 August 2027
Tokyo

Project Contract Negotiation and Control Foundation Course

Ref: 594_145670 **Date:** 9 – 13 August 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Project Contract Negotiation and Control Foundation Course is a five-day course for project managers and project professionals who leave with a Project Contract Negotiation Decision File. Participants connect project contract controls, supplier performance, change decisions, negotiation preparation, interests, options, authority, concessions, meeting conduct, agreement records, and follow-through. The course resolves gaps between delivery evidence and negotiated decisions through practical project contract negotiation methods. Agile Leaders Training Center presents project contract negotiation and control as a disciplined delivery practice.

Who Should Attend

- Teams responsible for translating signed agreements into project controls
- Functions preparing supplier discussions and negotiated project decisions
- Groups monitoring deliverables, performance, changes, and contract risks
- Personnel documenting authority, concessions, agreements, and follow-through
- Managers coordinating project, procurement, commercial, and supplier interfaces

The course assumes participants support project delivery or supplier decisions and leaves out legal drafting, claims advocacy, advanced pricing analysis, and certification preparation.

Departments and Industries

The course supports departments and industries that manage supplier agreements within project delivery.

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

Learning Objectives

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



- Apply project contract handover and control methods
- Analyze supplier performance, change, and risk evidence
- Build negotiation objectives, interests, options, and authority limits
- Use concession, question, and meeting-control tools
- Evaluate proposed agreements against project constraints
- Prioritize follow-through actions and decision records

Course Agenda

Day 1: Project Contract Control Foundations

- Project Contract Handover Map
- Role, Authority, and Interface Matrix
- Deliverable and Acceptance Control Register
- Supplier Communication Record Method
- Project Contract Decision File Structure

Day 2: Performance, Change, and Risk Evidence

- Supplier Performance Evidence Sheet
- Contract Change Impact Assessment
- Project Risk and Issue Register
- Payment and Milestone Verification Checklist
- Escalation Threshold Decision Matrix

Day 3: Negotiation Preparation for Projects

- Negotiation Mandate and Authority Brief
- Interest and Position Mapping Method
- Issue Priority and Objective Ladder
- Option Development and Trade Matrix
- Concession Planning Control Sheet

Day 4: Conduct, Agreement, and Follow-Through

- Negotiation Opening and Agenda Plan
- Question, Listening, and Summarizing Method
- Proposal and Counterproposal Record
- Conditional Concession Exchange Method
- Agreement Confirmation and Action Log



Day 5: Project Contract Negotiation Practice

- Exercise: Diagnose a Supplier Performance Issue
- Exercise: Prepare Objectives and Authority Limits
- Exercise: Conduct a Change Negotiation Meeting
- Exercise: Record Agreement and Follow-Through Actions
- Capstone Exercise: Project Contract Negotiation Decision File

Practical Exercises

The course uses suggested activities to practice project contract negotiation and control in delivery settings.

- Suggested activity: assess performance evidence before a technology supplier discussion.
- Suggested activity: prepare interests, options, and authority limits for an engineering change.
- Suggested activity: exchange conditional concessions during a facilities-service negotiation.
- Suggested activity: document an agreement and follow-through actions for a logistics project.

FAQs

Who suits project contract negotiation and control, and what does it assume?

Project contract negotiation and control suits professionals who support project delivery, supplier discussions, contract changes, and documented decisions and already work with project or contract information.

How does project contract negotiation differ from advanced commercial negotiation?

Project contract negotiation focuses on delivery evidence, authority, changes, supplier issues, and recorded follow-through, while advanced commercial negotiation addresses wider deal strategy, complex pricing, portfolio leverage, and senior commercial structures.

How should project contract negotiation objectives be prepared?

Project contract negotiation objectives should connect evidence, interests, issue priorities, desired outcomes, acceptable options, authority limits, concessions, questions, and follow-through responsibilities in one preparation record.

How are concessions controlled during project contract negotiation?

Concessions are controlled through planned limits, conditional exchanges, recorded approvals, impact checks, clear summaries, and confirmation that each exchange supports project constraints and agreed objectives.



What should a project contract negotiation record contain?

A project contract negotiation record should contain the mandate, attendees, issues, evidence, proposals, counterproposals, concessions, authority decisions, agreed wording, unresolved matters, owners, deadlines, and follow-through actions.

Conclusion

Participants take back a Project Contract Negotiation Decision File that joins delivery evidence, objectives, interests, options, authority, concessions, agreements, and actions. The file gives project teams a controlled basis for supplier discussions. It strengthens decision traceability, negotiation discipline, and follow-through across project contracts.