



Extension of Time and Liquidated Damages Assessment Course

19 – 23 October 2026
Tokyo

Extension of Time and Liquidated Damages Assessment Course

Ref: 607_146632 **Date:** 19 – 23 October 2026 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Extension of Time and Liquidated Damages Assessment Course is a five-day advanced course for professionals reviewing time-related contract remedies who leave with an Extension of Time Assessment and Damages Administration File. Participants classify delay, organize delay records, test notices and causation, assess time entitlement and concurrent delay, adjust completion dates, and administer liquidated damages. The course resolves fragmented submissions through evidence maps, decision tests, and documented recommendations. Agile Leaders Training Center presents extension of time assessment as disciplined contract administration.

Who Should Attend

- Contract functions responsible for reviewing time-related submissions and determinations
- Project controls teams organizing schedule evidence and event chronologies
- Commercial functions assessing entitlement, cost separation, and damages records
- Project teams coordinating notices, mitigation evidence, and completion information
- Contract administration support preparing review files and decision briefs

The course assumes participants can read contract terms and schedule records and leaves out full forensic delay modeling, dispute advocacy, claims litigation, and jurisdiction-specific legal opinions.

Departments and Industries

The course supports departments and industries that administer time obligations and delay remedies.

- Contracts, commercial, procurement, and legal operations support
- Project controls, project management, planning, and cost management
- Construction, infrastructure, engineering, and real estate
- Energy, manufacturing, utilities, and transport
- Technology, telecommunications, facilities, and professional services

Learning Objectives

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



- Analyze delay events, responsibility, and completion-date effects
- Use notice and record checks to test submission readiness
- Build cause-and-effect maps from contemporaneous evidence
- Evaluate extension-of-time entitlement and concurrent delay
- Compare time relief with separate cost consequences
- Create an assessment and damages administration file

Course Agenda

Day 1: Framing Delay and Time Obligations

- Contract Time Obligation Map
- Delay Event Classification Matrix
- Criticality Screening Method
- Notice Requirement Checklist
- Contemporaneous Record Inventory

Day 2: Organizing Causation Evidence

- Delay Event Chronology
- Cause-and-Effect Evidence Map
- Responsibility Allocation Table
- Evidence Sufficiency Review Grid
- Time-and-Cost Separation Worksheet

Day 3: Assessing Extension of Time

- Time Entitlement Decision Test
- Schedule Baseline and Update Comparison
- Concurrent Delay Review Tree
- Mitigation Evidence Register
- Extension-of-Time Recommendation Template

Day 4: Administering Completion and Damages

- Adjusted Completion Date Record
- Sectional Completion Interface Check
- Liquidated Damages Calculation Worksheet
- Damages Administration Readiness Checklist
- Time Determination Decision Brief



Day 5: Time Assessment Practice

- Exercise: Classify Delay Events and Notices
- Exercise: Build a Causation Evidence Map
- Exercise: Test Time Entitlement and Concurrency
- Exercise: Calculate and Check Damages Administration
- Capstone Exercise: Time Assessment and Damages File

Practical Exercises

The course uses suggested activities to practice time assessment across project settings.

- Suggested activity: classify delay events and notice evidence for an infrastructure contract.
- Suggested activity: map causation and responsibility for a technology implementation delay.
- Suggested activity: test concurrent delay and mitigation evidence in an engineering project.
- Suggested activity: prepare a damages administration brief for a facilities contract.

FAQs

Who suits the Extension of Time and Liquidated Damages Assessment Course, and what does it assume?

It suits professionals reviewing delay records and time-related remedies and assumes they can navigate contract clauses, schedules, correspondence, and internal decision routes.

How does extension of time assessment differ from forensic delay analysis training?

Extension of time assessment focuses on contract-administration decisions using notices, records, causation, entitlement, concurrency, and completion effects, while forensic delay analysis training examines specialist retrospective modeling and dispute evidence.

What evidence supports an extension of time assessment?

Extension of time assessment uses contract provisions, notices, contemporaneous records, event chronologies, schedule information, responsibility evidence, mitigation records, and documented cause-and-effect reasoning.

How is concurrent delay considered in time entitlement?

Concurrent delay is considered by identifying overlapping events, testing their effect on completion, assigning responsibility from available evidence, and applying the contract's decision requirements without assuming a universal outcome.



How do liquidated damages connect to an adjusted completion date?

Liquidated damages administration uses the contractually recognized completion date, applicable sections, recorded achievement information, stated calculation basis, and documented extension-of-time decisions.

Conclusion

Participants leave with an Extension of Time Assessment and Damages Administration File for live project contracts. The file connects delay classification, notices, records, causation, entitlement, concurrency, completion dates, and damages calculations. Teams can use it to make time-related recommendations traceable and coordinate decisions among contract, commercial, project controls, and project management functions.