



Contract Drafting and Scope of Work Development Course

1 – 5 February 2027
Tokyo

Contract Drafting and Scope of Work Development Course

Ref: 610_146854 **Date:** 1 – 5 February 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Contract Drafting and Scope of Work Development Course is a five-day intermediate course for contract and project professionals who leave with a Contract and Scope Definition Pack. Participants structure contract documents, convert requirements into deliverables, define acceptance criteria, map roles and interfaces, record assumptions and exclusions, establish performance measures, and control changes. The course addresses ambiguous delivery expectations through drafting matrices, review checks, and baseline controls. Agile Leaders Training Center presents contract and scope drafting as measurable delivery design.

Who Should Attend

- Contract functions responsible for preparing agreement structures and schedules
- Procurement teams responsible for converting business needs into supplier requirements
- Project functions responsible for deliverables, interfaces, acceptance, and change
- Technical contributors responsible for specifications and performance measures
- Commercial functions responsible for pricing assumptions and scope boundaries

The course assumes participants prepare or review contract documents and leaves out advanced legal qualification, tender evaluation, detailed project scheduling, and construction claims.

Departments and Industries

The course supports departments and industries that procure services, works, and technical outputs.

- Contracts, procurement, commercial, and legal operations
- Project management, engineering, finance, and quality functions
- Technology, telecommunications, and professional services
- Construction, facilities, energy, and utilities
- Manufacturing, logistics, healthcare, and hospitality

Learning Objectives

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

- Analyze requirements and contract document relationships
- Build measurable scope and deliverable structures
- Apply acceptance criteria and evidence controls
- Use role, interface, assumption, and exclusion matrices
- Evaluate performance measures and change mechanisms



- Review drafting quality against a controlled baseline

Course Agenda

Day 1: Structuring Contract Documents

- Contract Document Architecture Map
- Requirement Source and Traceability Matrix
- Defined-Term Consistency Checklist
- Contract Schedule Interface Diagram
- Drafting Ambiguity Review Grid

Day 2: Defining Scope and Deliverables

- Scope Boundary Definition Canvas
- Work Requirement Breakdown Table
- Deliverable Description Template
- Assumption and Exclusion Register
- Dependency and Constraint Map

Day 3: Assigning Roles and Acceptance

- Responsibility and Interface Matrix
- Acceptance Criteria Design Sheet
- Inspection and Evidence Schedule
- Review and Sign-Off Workflow
- Rejection and Correction Decision Tree

Day 4: Controlling Performance and Change

- Performance Measure Definition Catalog
- Service-Level Reporting Table
- Scope Baseline Control Record
- Change Request Impact Matrix
- Variation Authority and Approval Map

Day 5: Drafting and Review Practice

- Exercise: Map Contract Documents and Requirements
- Exercise: Draft Measurable Service Deliverables
- Exercise: Test Acceptance and Interface Wording
- Exercise: Review a Scope Change Proposal
- Capstone Exercise: Contract and Scope Definition Pack

Practical Exercises

The course uses suggested activities to practice contract and scope drafting across business settings.

- Suggested activity: convert stakeholder needs into traced requirements for a technology implementation.
- Suggested activity: draft deliverables and acceptance evidence for a facilities service contract.
- Suggested activity: map responsibilities and dependencies for an engineering services scope.
- Suggested activity: test a logistics scope change against baseline, authority, cost, and schedule effects.

FAQs

Who suits the Contract Drafting and Scope of Work Development Course, and what does it assume?

It suits professionals who prepare contract documents and scopes of work and assumes they can gather requirements, coordinate stakeholders, and review business and technical information.

How does contract and scope drafting differ from general legal-writing training?

Contract and scope drafting converts delivery requirements into measurable obligations, deliverables, acceptance evidence, interfaces, and change controls, while general legal-writing training addresses broader document style and legal communication.

What makes a scope of work measurable?

A measurable scope of work defines boundaries, outputs, quality conditions, responsibilities, milestones, evidence, acceptance decisions, dependencies, assumptions, exclusions, and approved change routes.

How should acceptance criteria be written in a contract scope?

Acceptance criteria should state observable conditions, required evidence, the reviewer, the decision method, correction steps, approval authority, and the point at which a deliverable is accepted.

How does change control protect a scope-of-work baseline?

Change control protects the baseline by recording the request, rationale, affected requirements, cost and schedule effects, dependencies, risk, decision authority, approved wording, and implementation status.



Conclusion

Participants leave with a Contract and Scope Definition Pack for their working environment. The pack connects document structure, requirements, scope boundaries, deliverables, acceptance criteria, interfaces, assumptions, performance measures, changes, approvals, and review checks. Teams can use it to define delivery expectations consistently, reduce responsibility gaps, and preserve an auditable scope baseline.