



Project Contracting Strategy and Administration Course

19 – 23 July 2027
Tokyo

Project Contracting Strategy and Administration Course

Ref: 612_147002 **Date:** 19 – 23 July 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Project Contracting Strategy and Administration Course is a five-day intermediate course for project, contract, procurement, commercial, controls, and technical professionals who leave with a Project Contracting and Administration Plan. Participants apply project contracting strategy, contract packaging, contract risk allocation, delivery governance, and project contract administration through decision matrices and control records. The course connects front-end contracting choices with delivery-stage oversight. Agile Leaders Training Center presents project contracting as an integrated project control discipline.

Who Should Attend

- Project functions responsible for delivery strategy, milestones, and contractor coordination
- Contract functions responsible for planning and administering project agreements
- Procurement functions responsible for packaging scope and selecting contracting routes
- Commercial functions responsible for risk, payment, and change controls
- Project controls and technical functions responsible for interfaces and performance evidence

The course assumes participants contribute to project planning or contract delivery and leaves out detailed scheduling, construction claims analysis, jurisdiction-specific legal advice, and clause drafting alone.

Departments and Industries

The course supports departments and industries that deliver projects through contractors, suppliers, and service providers.

- Projects, contracts, procurement, and commercial functions
- Engineering, project controls, finance, and legal operations
- Construction, energy, utilities, and facilities
- Technology, telecommunications, and professional services
- Manufacturing, logistics, healthcare, and hospitality

Learning Objectives

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



- Compare project contracting routes against delivery needs
- Build scope packages and interface controls
- Evaluate contract risk allocation and governance roles
- Apply milestone, payment, communication, and change mechanisms
- Analyze contractor performance and issue records
- Use renewal and closeout decision controls

Course Agenda

Day 1: Contracting Strategy and Route Selection

- Project Contracting Objectives Canvas
- Scope Readiness Assessment Matrix
- Contracting Route Options Grid
- Make-or-Buy Decision Record
- Strategy Approval and Assumption Register

Day 2: Packaging Scope and Allocating Risk

- Contract Package Breakdown Structure
- Scope Boundary and Interface Map
- Delivery Risk Allocation Matrix
- Pricing Mechanism Selection Guide
- Contract Package Dependency Register

Day 3: Governance and Project Controls

- Project Contract Governance Map
- Role, Authority, and Escalation Matrix
- Contract Milestone Alignment Sheet
- Payment Evidence and Approval Workflow
- Communication and Record Control Plan

Day 4: Administration and Performance Control

- Contract Management Plan Structure
- Contractor Performance Dashboard
- Change Request Impact Assessment
- Issue and Claims Interface Log
- Renewal and Closeout Readiness Checklist



Day 5: Project Contracting Practice

- Exercise: Select a Project Contracting Route
- Exercise: Build Scope Packages and Interfaces
- Exercise: Allocate Delivery and Commercial Risks
- Exercise: Review Performance and Change Records
- Capstone Exercise: Project Contracting and Administration Plan

Practical Exercises

The course uses suggested activities to practice project contracting decisions across delivery settings.

- Suggested activity: compare contracting routes for a technology implementation with evolving scope.
- Suggested activity: build contract packages and interfaces for a facilities expansion.
- Suggested activity: allocate design, schedule, cost, and coordination risks for an engineering project.
- Suggested activity: assess contractor performance, a change request, and closeout readiness for a logistics project.

FAQs

Who suits the Project Contracting Strategy and Administration Course, and what does it assume?

It suits professionals who plan or administer project contracts and assumes they can interpret project requirements, coordinate stakeholders, and review delivery information.

How does project contracting differ from general contract management?

Project contracting links route selection, package design, delivery risk, interfaces, milestones, and project controls, while general contract management addresses agreements across a wider range of recurring business activities.

How should a project contracting strategy be selected?

A project contracting strategy should be selected by comparing objectives, scope readiness, delivery environment, resources, time, cost, risk ownership, market capacity, interfaces, and governance needs.

What belongs in a project Contract Management Plan?

A project Contract Management Plan should define roles, milestones, communications, records, performance measures, payment evidence, changes, issues, escalation, reporting, renewal decisions, and closeout controls.



How does contract risk allocation support project delivery?

Contract risk allocation supports delivery by assigning each material risk to the party positioned to control it, defining interfaces, setting response duties, and connecting consequences with pricing and governance.

Conclusion

Participants leave with a Project Contracting and Administration Plan for their working environment. The plan connects contracting route, scope packages, risk allocation, governance, milestones, payments, records, performance, changes, renewal, and closeout. Teams can use it to align contract decisions with project delivery and preserve an auditable control structure.