



FIDIC Project Contract Administration Foundation Course

23 – 27 November 2026
Porto

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Ref: 614_147196 **Date:** 23 – 27 November 2026 **Location:** Porto **Fees:** 5700 Euro

Overview

FIDIC Project Contract Administration Foundation Course is a five-day course for engineers, project coordinators, contract administrators, procurement staff, and new FIDIC users who leave with a FIDIC Project Administration Starter File. Participants practice contract-role mapping, instruction control, notice routing, programme monitoring, variation handling, payment certification support, and completion controls. The course addresses inconsistent daily administration during project delivery. Agile Leaders Training Center presents FIDIC contract administration as structured project coordination.

Who Should Attend

- Engineering functions responsible for technical instructions and delivery records
- Project coordination functions responsible for programme updates and action follow-up
- Contract support functions responsible for notices, communications, and document routing
- Procurement and commercial functions responsible for variations and payment support
- Client, contractor, and consultant teams beginning work with FIDIC forms

The course assumes participants can read project and contract documents and leaves out advanced claims analysis, dispute advocacy, and jurisdiction-specific legal advice.

Departments and Industries

The course supports departments and industries that administer FIDIC forms during project execution.

- Contracts, procurement, commercial, and project controls
- Engineering, planning, quantity surveying, and site coordination
- Construction, infrastructure, energy, and utilities
- Transportation, water, industrial, and facilities projects
- Consulting, supervision, and project management services

Learning Objectives

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

- Apply a role map to FIDIC project communications
- Use instruction, notice, and correspondence controls
- Build programme and progress monitoring records
- Analyze variation and payment-support information
- Prioritize risk-event and claims-awareness actions

- Evaluate readiness for taking-over and completion administration

Course Agenda

Day 1: Reading the FIDIC Administration Structure

- FIDIC Form and Project Context Map
- Employer Contractor and Engineer Role Matrix
- Authority and Delegation Boundary Chart
- Contract Document Priority Checklist
- Project Administration Responsibility Plan

Day 2: Controlling Communications and Instructions

- Contract Communication Route Diagram
- Engineer Instruction Control Register
- Notice Identification and Routing Sheet
- Correspondence Status Tracking Board
- Meeting Action Confirmation Record

Day 3: Monitoring Programme and Payments

- Programme Submission Review Checklist
- Progress Evidence Collection Grid
- Delay Event Awareness Log
- Interim Payment Support File
- Certification Input Reconciliation Sheet

Day 4: Administering Variations and Completion

- Variation Instruction Intake Form
- Change Valuation Support Schedule
- Risk Event Response Tracker
- Claims Procedure Awareness Guide
- Taking-Over and Completion Control List

Day 5: FIDIC Administration Practice

- Exercise: Map Roles and Communication Routes
- Exercise: Process an Instruction and Notice
- Exercise: Check Programme and Payment Records
- Exercise: Administer a Variation and Taking-Over Scenario
- Capstone Exercise: FIDIC Project Administration Starter File

Practical Exercises

The course uses suggested activities to practice routine administration across project settings.

- Suggested activity: assign communication authority for an infrastructure project using a role matrix.
- Suggested activity: route an engineering instruction and related notice through the project record system.
- Suggested activity: reconcile programme evidence and payment inputs for an energy project.
- Suggested activity: assemble variation and taking-over controls for a facilities contract.

FAQs

Who suits the FIDIC Project Contract Administration Foundation Course, and what does it assume?

It suits professionals beginning operational work with FIDIC forms and assumes they can read project documents, coordinate actions, and maintain routine records.

How does FIDIC contract administration differ from advanced FIDIC claims training?

FIDIC contract administration focuses on daily roles, communications, instructions, programme, variations, payments, and completion, while advanced claims training concentrates on entitlement, causation, substantiation, determination, and dispute pathways.

What does the Engineer coordinate in FIDIC project administration?

The Engineer coordinates functions assigned by the applicable contract form and project documents, including communications, instructions, evaluations, determinations, and certification-related activity within the stated authority.

Why are notices important in FIDIC contract administration?

Notices provide a controlled contractual communication route for events, rights, duties, requests, and responses, helping project teams connect action with the applicable procedure and record.

What supports taking-over and completion administration under FIDIC forms?

Taking-over and completion administration uses status evidence, outstanding-work records, testing information, certificates, payment inputs, handover documents, and action ownership under the applicable contract requirements.



Conclusion

Participants leave with a FIDIC Project Administration Starter File for day-to-day project use. The file organizes roles, authority, communications, instructions, notices, programme evidence, variations, payment support, and completion controls. Project teams can use it to route actions consistently and keep operational records aligned with the applicable contract form.