



Change Order and Contractual Claim Administration Training Course

25 – 29 October 2026
Cape town

Change Order and Contractual Claim Administration Training Course

Ref: 626_148064 **Date:** 25 – 29 October 2026 **Location:** Cape town **Fees:** 4500 Euro

Overview

Change Order and Contractual Claim Administration Training Course is a five-day professional course for contract and project functions who leave with a Change and Claim Administration File. Participants connect instructions, notices, scope evidence, valuation, schedule impact, entitlement records, negotiation, decisions, and closeout. The course addresses undocumented changes and disconnected claim records through controlled workflows and traceable artifacts. Agile Leaders Training Center presents change order and contractual claim administration as an operational contract discipline.

Who Should Attend

- Contract administration functions responsible for instructions, notices, records, and determinations
- Project management functions responsible for scope decisions, schedule effects, and delivery coordination
- Commercial functions responsible for valuation, cost evidence, negotiation, and settlement records
- Procurement functions responsible for contract interfaces, authority routes, and supplier correspondence
- Engineering functions responsible for technical scope, quantities, causation evidence, and responses
- Client and contractor representation functions responsible for submissions, reviews, and closeout

The course assumes participants administer contract records and project changes at work, and it leaves out country-specific legal advice, litigation advocacy, and specialist forensic analysis.

Departments and Industries

The course supports departments and industries that administer contracts and project changes.

- Contracts, commercial, procurement, and legal operations
- Project management, engineering, cost control, and planning
- Construction, energy, utilities, and manufacturing
- Transport, logistics, telecommunications, and technology
- Real estate, facilities, healthcare, and professional services

Learning Objectives

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



- Apply change authority, instruction, and notice controls
- Build scope comparison and change classification records
- Analyze cost, quantity, and schedule impact evidence
- Evaluate contractual claim entitlement and causation records
- Use negotiation, decision, and escalation logs
- Build change order and claim closeout files

Course Agenda

Day 1: Change Governance and Instructions

- Contract Change Authority Matrix
- Change Identification and Classification Guide
- Instruction Validation Checklist
- Notice Requirement Tracker
- Change Control Workflow Map

Day 2: Scope and Valuation Records

- Original and Revised Scope Comparison
- Quantity and Resource Evidence Sheet
- Change Order Valuation Workbook
- Cost Basis and Assumption Register
- Commercial Review and Approval Route

Day 3: Time and Entitlement Analysis

- Schedule Status Evidence Checklist
- Change Event Impact Record
- Causation and Responsibility Matrix
- Contractual Entitlement Evidence File
- Claim Narrative Structure

Day 4: Evaluation, Negotiation and Closeout

- Claim Completeness Review Checklist
- Evaluation Findings and Query Log
- Negotiation Preparation Sheet
- Decision and Escalation Record
- Change Order and Claim Closeout Register



Day 5: Change and Claim Administration Practice

- Exercise: Validate Instructions and Notices
- Exercise: Build Scope and Valuation Evidence
- Exercise: Analyze Time and Entitlement Records
- Exercise: Evaluate and Negotiate a Claim
- Capstone Exercise: Change and Claim Administration File

Practical Exercises

The course uses suggested activities to apply change and claim administration in different contract settings.

- Suggested activity: classify instructions and prepare notice records for an energy project change.
- Suggested activity: compare scope and build valuation evidence for a manufacturing contract.
- Suggested activity: analyze schedule status, causation, and entitlement records for a transport claim.
- Suggested activity: document evaluation, negotiation, decision, and closeout for a technology services change.

FAQs

Who suits change order and contractual claim administration training, and what does it assume?

It suits contract, project, commercial, procurement, engineering, cost, planning, and party-representation functions and assumes participants administer contract records and project changes.

How does change order and contractual claim administration differ from dispute resolution training?

Change order and contractual claim administration manages instructions, notices, scope, valuation, time effects, evidence, decisions, and closeout, while dispute resolution training concentrates on resolving disagreements after positions have formed.

What records support a contractual claim?

Useful records include the governing instruction, notice, scope comparison, contemporaneous correspondence, quantity and cost evidence, schedule status, impact record, causation analysis, entitlement basis, evaluation queries, negotiation record, and decision.

How should a change order be valued?

A change order should be valued through the applicable contract mechanism using verified scope, quantities, resource evidence, cost basis, schedule effects, stated assumptions, review comments, and recorded approval authority.



What closes a change order or contractual claim?

Closure requires a recorded decision, agreed or determined scope and value, schedule treatment, approval evidence, updated contract records, resolved open queries, communication to responsible functions, and an indexed closeout file.

Conclusion

Participants leave with a Change and Claim Administration File containing authority maps, instruction checks, notice tracking, scope comparisons, valuation records, impact evidence, entitlement files, negotiation logs, decisions, and closure records. The file replaces informal handling with traceable administration. It also connects each change event to its contractual, cost, time, and approval evidence.