



# Post-Award Contract Administration Training Course

2 – 6 November 2026  
Prague

## Post-Award Contract Administration Training Course

**Ref:** 637\_148868 **Date:** 2 – 6 November 2026 **Location:** Prague **Fees:** 6000 Euro

### Overview

Post-Award Contract Administration Training Course is a five-day professional course for contract, procurement, commercial, project, finance, legal operations, service, and supplier management functions who leave with a Post-Award Contract Administration File. Participants connect handover, mobilization, obligations, deliverables, notices, records, performance, payment, change, issue escalation, and closeout. The course replaces fragmented follow-up with traceable controls from award to completion. Agile Leaders Training Center presents post-award contract administration as an operational contract discipline.

### Who Should Attend

- Contract functions responsible for administration, notices, records, changes, and closeout
- Procurement functions responsible for award handover, supplier interfaces, and contract value
- Commercial and finance functions responsible for payment, change impact, and financial controls
- Project and service functions responsible for deliverables, acceptance, performance, and corrective action
- Legal operations functions responsible for interpretation support, escalation records, and dispute prevention
- Supplier management functions responsible for governance, meetings, actions, and performance evidence

The course assumes participants support active contracts and leaves out pre-award sourcing, jurisdiction-specific legal advice, and courtroom dispute procedure.

### Departments and Industries

The course supports departments and industries that mobilize, deliver, monitor, pay, change, or close awarded contracts.

- Contracts, procurement, commercial management, and legal operations
- Project management, finance, service delivery, and internal assurance
- Construction, engineering, energy, and facilities services
- Technology, telecommunications, and managed services
- Healthcare, transport, professional services, and manufacturing

### Learning Objectives

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



- Analyze award handover and mobilization requirements
- Build obligation, deliverable, notice, and record controls
- Apply performance, payment, and governance procedures
- Use change, issue, and claim-prevention workflows
- Diagnose non-performance and corrective-action gaps
- Evaluate closeout evidence and lessons learned

## **Course Agenda**

### **Day 1: Handover and Mobilization**

- Post-Award Contract Handover Checklist
- Contract Document Baseline Index
- Mobilization Milestone Plan
- Role and Authority Assignment Matrix
- Contract Governance Calendar

### **Day 2: Obligations and Records**

- Contract Obligation Register
- Deliverable Acceptance Matrix
- Notice and Correspondence Protocol
- Contract Record Control Index
- Obligation Escalation Route Map

### **Day 3: Performance and Payment**

- Performance Indicator Definition Sheet
- Service Evidence Review Checklist
- Balanced Performance Scorecard
- Payment Certification Control Flow
- Supplier Review Meeting Pack

### **Day 4: Change, Issues and Closeout**

- Contract Change Control Workflow
- Change Impact Assessment Template
- Issue and Corrective Action Register
- Claim Prevention Evidence Log
- Contract Closeout and Lessons Checklist



## **Day 5: Post-Award Administration Practice**

- Exercise: Validate an Award Handover and Mobilization Plan
- Exercise: Reconcile Obligations, Deliverables, and Notices
- Exercise: Review Performance Evidence and Payment
- Exercise: Control a Change and Escalate Non-Performance
- Capstone Exercise: Post-Award Contract Administration File

## **Practical Exercises**

The course uses suggested activities to apply post-award contract administration across different delivery settings.

- Suggested activity: prepare handover, mobilization, and authority controls for an engineering services contract.
- Suggested activity: test deliverable evidence, performance results, and payment certification for a managed technology service.
- Suggested activity: assess a facilities contract change and document cost, schedule, service, and approval impacts.
- Suggested activity: close a professional services contract using records, acceptance evidence, open actions, and lessons learned.

## **FAQs**

### **Who suits post-award contract administration training, and what does it assume?**

It suits contract, procurement, commercial, project, finance, legal operations, service, and supplier management functions and assumes participants support active contracts after award.

### **How does post-award contract administration differ from pre-award contract training?**

Post-award contract administration controls delivery after award through mobilization, obligations, evidence, performance, payment, change, and closeout, while pre-award training focuses on requirements, solicitation, evaluation, negotiation, and award.

### **What should a post-award contract handover include?**

A post-award contract handover should include the executed document baseline, negotiated positions, obligations, deliverables, key dates, authorities, risks, payment rules, reporting expectations, open actions, and mobilization ownership.



## **How is supplier non-performance managed after contract award?**

Supplier non-performance is managed through verified evidence, contract requirements, issue classification, corrective actions, escalation routes, documented decisions, and follow-up against agreed completion points.

## **Why is change control important in post-award contract administration?**

Change control preserves the approved contract baseline by recording the request, authority, impact, decision, revised terms, implementation action, and evidence before uncontrolled practice alters cost, schedule, scope, or service.

## **Conclusion**

Participants leave with a Post-Award Contract Administration File containing the handover checklist, baseline index, obligation register, evidence controls, performance scorecard, payment flow, change workflow, issue register, claim-prevention log, and closeout checklist. The file replaces informal follow-up with traceable ownership and decisions. It connects awarded terms to delivery, payment, change, and closure.