



COURSE OVERVIEW CM0067 **Certified Contract Administration**

Course Title

Certified Contract Administration

Course Date/Venue

December 07-11, 2025/Tactic Meeting Room, Aloft
Dharan Hotel, Al Khobar, KSA

Course Reference

CM0067

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

Good contract administration is required to manage specification, development, contractual agreement, competitive tendering, evaluation, cost control, variations, final accounts, claims and even disputes, this will eventually helps to reduce costs.



Contract administration involves managing your contracts to make sure you comply with and fulfill the contract conditions. Good contract administration ensures parties satisfaction and minimizes disputes.



Contract administration is practiced whenever contracts are involved. This process focuses on the relationship formed between the buyer and the supplier from contract award to contract closeout or contract termination.

This course is designed to provide participants with a comprehensive and up-to-date overview of contractual administration. It covers the importance and elements of contract administration.



The course will also discuss the overall management plan for the contract; aligning contract planning with established organizational system; the various types of outputs and contracts; the relationships and responsibilities of the contract administrator; maintaining schedules and contract changes; the issues in contract performance; and the claim process, the key points in formulating claims and the key consideration in valuing claims.

By the end of the course, participants will be able to recognize the dispute in details; apply dispute management and resolution; implement the acceptance and close out covering the warranties, source code escrows, forms of payments, progress payments and claims and disputes; negotiate claims and disputes; and apply close out procedures and post contracting review meeting.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on contractual administration
- Discuss the importance and elements of contract administration
- Develop the overall management plan for the contract and align contract planning with established organizational system
- Evaluate risks, determine which risks to transfer via the contract and develop strategies for mitigating and managing residual risk
- Identify the various types of outputs and contracts including typical outputs of contract administration, monitoring techniques, identify the risk, response to risk, contract type and economic price adjustments
- Describe the relationships and responsibilities of the contract administrator
- Carryout contract administration techniques and project management
- Maintain schedules and contract changes, expedite techniques and evaluate price changes
- Identify the issues in contract performance including contract terminations, service level termination event, responding to a breach, manuals and drawings, supplier/contractor relations and subcontractor issues
- Illustrate claim process and identify the key points in formulating claims and key considerations in valuing claims
- Recognize claims in detail, dispute management and resolution
- Explain acceptance and close out covering warranties, source code escrows, forms of payments, progress payments and claims and disputes
- Negotiate claims and disputes as well as apply close out procedures and post contracting review meeting



Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

The course is designed for contract administrators, project coordinators, contracts officers and managers, engineering project managers, construction managers, tenders managers, buyers, purchasing managers, project managers, maintenance managers, and systems managers in organizations whose leadership wants world-class skills sets in those involved in contract administration activities. The course is a great way to develop those new to the function, prepare for a major project or useful as a refresher for veterans.

Course Certificate(s)

- (1) Internationally recognized Competency Certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



Howard Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-24

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
CM0067	Certified Contract Administration	Nov 10-14, 2024	30.0	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY



Jaryl Castillo
Academic Director

Howard Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600 Herndon, VA 20171, USA. In obtaining this approval, Howard Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Howard Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Howard Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Howard Technology is accredited by










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Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Osama Harairi, MBA, BA, DBA (on-going), CPA, is a **Certified Public Accountant & Senior Management Consultant** with **25 years** of practical experience in the areas of **Contract Standards & Laws, Bidder Selection & Tender Evaluation, Contract, Tendering, Bidding & Awards, Contract Management, Contract Negotiation Foundations, Advanced Contracts Management, Contract Management for Procurement, Tender Development, Contract Standards & Laws, Contract Management & Tendering, Tender Development, Contract Type Selection, Tendering Approach, Tender Specifications, Bid Evaluation Procedures, Evaluating Cost & Revenue, Budgeting & Cost Control, Revenues & Profit Margins, Investment & Strategic Planning, Cash Flow, Corporate Finance, Investment & Asset Management, Operation Management, Debt Restructuring, Budgeting & Risk Management, Annual Costs & Expenses Reduction, Sales & Profit Average Increase, Budgeting & Cost Control, Budget Forecasting, Financial Analysis & Planning, Finance & Auditing Management, Financial Markets Regulations, Financial Accounting, Financial Models & Systems, Financial Indicators, Financial Leverage, Financial Modelling & Forecasting, Financial Analysis Techniques, Financial Data Analysis Concepts & Process, Financial & Accounting Management, Financial Planning Techniques, Cost Optimization, Effective Budgeting & Cost Control, Planning & Forecasting Cost, Economic Cost Analysis, Advanced Supervisory Skills, Behavior Communication, Business Ethics & Etiquette, Communication and Presentation Skills, Dispute Resolution & Risk Identification, Master Planning, Risk Analysis & Management, Business Process Analysis & Modelling and Strategic Management**. Further, he is also well-versed in **Six Sigma, Six Sigma Analysis, Lean Six Sigma, Lean Six Sigma Strategies, Six Sigma Training, People Management Essentials, Training Need Analysis, Training Management, Strategic Recruitment, Interviewing & Selection, Human Capital Asset Management, Human Resource Development, Human Resource Management, Career Development & Succession Planning Strategies, HR Management System, Human Relation Skills & EQ Intelligence, Project Management, Project Delivery & Governance Framework, Project Management Systems, Project Management Practices, Project Management Disciplines, Project Risk Management, Dispute Resolution, and Risk Identification**.

During his career life, Mr. Osama had occupied several important positions such as being the **Group CEO, Chief Executive Officer, Chief Financial Officer, Deputy General Manager, Acting General Manager, Accounting Department Head, Contract Manager, Financial Manager, Accounting Manager, Senior Accountant, Accountant, Cashier Supervisor, Financial Consultant, Financial Trainer/Lecturer, Group Finance Consultant, External Auditor, Tax Calculation Expert and Cashier** of HS Group, Almas/Murad Group, Canadian Aluminum Industries, Gulf Food Co. Ltd., Silver Establishment, Musallam Establishment, Zahawani, Al-Naji, Basamat Center, Al Jazira, Al Ramiz International Group, Subhi Abu Gallous Co. and Rum Alladin Engineering Industries Co.

Mr. Osama has a **Bachelor's degree in Accounting**, holds **MBA** and currently enrolled for **Professional Doctorate of Business Administration (DBA)**. Further, he is also a **Certified Trainer, a Certified Public Accountant (CPA), a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**, a **Board Member** and has wide range of published reports and journal articles in banking consulting and economic publications. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

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Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 07th of December 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	The Importance of Contract Administration Contract Awareness – What Makes a Contract? • What's Relevant and What's Not in Terms of your Role as an Administrator
0930 – 0945	Break
0945 – 1100	The Importance of Contract Administration (cont'd) How Getting it Right can Add Value and Getting it Wrong • An Overview of Different Types of Contracts
1100 – 1130	Elements of Contract Administration Effective Contract Administration • The Most Critical Elements • Key Players in Contract Administration • Post Award Conference
1130 – 1215	Elements of Contract Administration (cont'd) Analysis of the Contract • Establishing Major Deliverables • What Needs to be Measured?
1215 – 1230	Break
1230 – 1420	Contract Planning Developing the Overall Management Plan for the Contract • Aligning Contract Planning with Established Organizational Systems
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Monday, 08th of December 2025

0730 – 0930	Contract Planning (cont'd) Evaluating Risks and Determining which Risks to Transfer Via the Contract • Developing Strategies for Mitigating and Managing Residual Risk • Making the Contract Operational
0930 – 0945	Break



0945 – 1100	Outputs & Contract Types <i>Typical Outputs of Contract Administration • Monitoring Techniques • Identify the Risk</i>
1100 – 1130	Outputs & Contract Types (cont'd) <i>Response to Risk • Contract Type • Economic Price Adjustments</i>
1130 – 1215	The Contract Administrator's Relationships and Responsibilities <i>The Administrator's Role and Limits of Authority • Examining other Roles in the Contract Management Network and their Associated Limits of Authority/Decision Making Power • The Interpersonal Communication to make Contracts Happen • Ethics in Contract Management • Are Contractual Obligations and Ethics the Same Thing?</i>
1215 – 1230	<i>Break</i>
1230 – 1420	Contract Administration Techniques <i>The Four Levels of Communication to be Considered • Hierarchical, Contractual, Conversational and Instructional • The Importance of Effective Systems for the Administration of Contracts</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Two</i>

Day 3: Tuesday, 09th of December 2025

0730 – 0930	Contract Administration and Project Management <i>Establishing Timelines, Lookups and Prompts • Contract Compliance: Monitoring, Reporting and Adherence to Standards • Document Control and Milestone Planning • Developing Communication Systems within the Contract • Delivery Hierarchy</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Maintaining Schedules & Contract Changes <i>Maintaining Contract Schedules • Expediting Techniques • Major Causes of Changes</i>
1100 – 1215	Maintaining Schedules & Contract Changes (cont'd) <i>Contract Price Changes • Evaluating Price Changes • Practical Considerations for Bonds and Guarantees</i>
1215 – 1230	<i>Break</i>
1230 – 1420	Issues in Contract Performance <i>Contract Terminations • Service Level Termination Event • What Constitutes Breach? • Responding to a Breach</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Three</i>

Day 4: Wednesday, 10th of December 2025

0730 – 0930	Issues in Contract Performance (cont'd) <i>Right to Cover • Manuals and Drawings • Supplier/Contractor Relations • Subcontractor Issues</i>
0930 – 0945	<i>Break</i>



0945 – 1100	The Claims Process <i>Overview of the Claims Process • Key Points in Formulating Claims • Key Considerations in Valuing Claims</i>
1100 – 1215	Claims in Detail <i>Payment Claims • The Legal Principles and the Practical Procedures Variations • Legal Principles and Practical Procedures</i>
1215 – 1230	<i>Break</i>
1230 – 1420	Claims in Detail (cont'd) <i>Delays, Extensions of Time, Delay Costs and Liquidated Damages • Legal Principles and Practical Aspects of their Management • Defects-the Contractual Remedies and the Practical Procedures for Ensuring they are Realized</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Four</i>

Day 5: Thursday, 11th of December 2025

0730 – 0930	Dispute Management & Resolution <i>What is Contract Breach? • Damages & other Remedies • Liquidated Damages • Tips & Traps • Termination of Contract</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Dispute Management & Resolution (cont'd) <i>Should we Litigate? • Using Arbitration, Mediation or Conciliation as Means to Resolve Contractual Disputes • Strengths & Weaknesses of Alternative Dispute Resolution Processes • Dispute Resolution Scenario</i>
1100 – 1215	Acceptance & Close Out <i>Warranties • Source Code Escrows • Forms of Payment • Progress Payments • Claims & Disputes</i>
1215 – 1230	<i>Break</i>
1230 - 1300	Acceptance & Close Out (cont'd) <i>Negotiations of Claims & Disputes • Final Acceptance • Close out Procedures • Post Contracting Review Meeting</i>
1300 - 1315	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1315 – 1415	COMPETENCY EXAM
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>



Practical Sessions

This practical and highly-interactive course includes the following real-life case studies:-



Course Coordinator

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