



Future-Oriented Training and Consulting

CONTRACT ADMINISTRATION PROGRAM

Advanced Contract Administration

for Complex Projects

Equipping professionals to structure, negotiate, and administer contracts that protect project interests.

Contract Structuring Frameworks Proven approaches to structuring contracts for large, complex projects.	Executive Case Studies Real-world scenarios and simulations that sharpen contract judgment.
Claims & Dispute Management Practical tools to manage claims, variations, and disputes.	Hands-On Administration Tools Direct exposure to the tools used to administer contracts in practice.

CONTACT & HEADQUARTERS

www.lux-vie.com | Email: contact@lux-vie.com | Tel: +33-614620984

Address: 50 AVENUE DES CHAMPS ELYSEES, 75008 PARIS

Program Overview

This program builds advanced competency in structuring, negotiating, and administering contracts for large, complex projects.

Through case studies, executive discussions, simulations, and hands-on exposure to contract administration tools, participants will develop the practical skills to manage claims, variations, and disputes while protecting project interests.

Program Objectives

- **Sharpen Contract Structuring Skills:** Structure contracts that align risk, scope, and project objectives.
- **Strengthen Negotiation Capability:** Negotiate terms that protect project and organizational interests.
- **Master Claims Management:** Identify, evaluate, and manage claims throughout the project lifecycle.
- **Handle Variations with Confidence:** Assess and administer variations without compromising project outcomes.
- **Resolve Disputes Effectively:** Apply practical approaches to prevent and resolve contract disputes.
- **Apply Administration Tools in Practice:** Use contract administration tools to track obligations and performance.

Target Audience

This program is designed for professionals responsible for structuring, negotiating, and administering contracts on complex projects, including:

- **Contract Managers & Administrators** overseeing contract performance and compliance.
- **Project Managers** managing contractual obligations across project delivery.
- **Procurement & Commercial Managers** structuring and negotiating contract terms.
- **Legal & Compliance Professionals** advising on contractual risk and obligations.
- **Claims & Dispute Specialists** managing claims, variations, and disputes.
- **Engineering & Technical Leads** administering contracts on technical scopes of work.
- **Senior Executives & Business Owners** overseeing contractual risk across the organization.

Program Impact

Participants will leave this program with sharper contract judgment and practical tools to manage claims, variations, and disputes. Graduates will return to their organizations ready to structure, negotiate, and administer contracts that protect project interests and drive successful outcomes.

Program Outline

MODULE 1: Foundations of Contract Administration

- Core principles and scope of contract administration
- Understanding contract types and structures for complex projects
- Roles and responsibilities across the contract lifecycle
- Linking contract administration to project performance
- Common pitfalls in managing complex contracts

MODULE 2: Structuring and Negotiating Contracts

- Structuring contracts to allocate risk and scope effectively
- Key clauses and terms in complex project contracts
- Negotiation strategies for favorable and balanced outcomes
- Aligning contract terms with project objectives
- Reviewing and drafting contract documentation

MODULE 3: Managing Variations and Change

- Identifying and assessing scope variations
- Processes for evaluating and approving changes
- Pricing and valuing variations under complex contracts
- Managing the impact of variations on schedule and cost

MODULE 4: Claims Management and Dispute Resolution

- Identifying grounds and building the basis for claims
- Preparing, submitting, and evaluating contract claims
- Techniques for constructive dispute resolution
- Negotiation and mediation strategies for contract disputes
- Escalation paths: arbitration and litigation considerations

MODULE 5: Contract Administration Tools and Practice

- Using contract administration tools to track obligations
- Monitoring performance and compliance throughout delivery
- Reporting and documentation best practices
- Sustaining strong contract administration practices beyond the program



Future-Oriented Training
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