Garnet
Garnet Global Training Center

GGT-PM-124

Project & Contract Management

Contract Administration for Engineers

إدارة العقود للمهندسين

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

Contract Administration for Engineers helps participants move from doing the work to managing it, with planning tools, control methods and reporting that management trusts. Deliver projects on time and budget, and manage contracts without losing value to disputes. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Set up and run Contract Administration for Engineers as a managed process with clear roles.
- Control risk, quality and compliance in this area.
- Lead improvement projects and measure their benefit.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.

Who should attend

Project managers, planners, cost engineers, contract and commercial professionals. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Scope, schedule and cost baselines
- Risk registers and contingency
- Contract forms and obligations
- Change orders and claims
- Stakeholder reporting
- Tools: Primavera, MS Project, dashboards

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Contract Administration for Engineers: the management framework

- Tools: Primavera, MS Project, dashboards
- Hands-on workshop on a workplace challenge

Day 2 Planning, resources and budgets

- Scope, schedule and cost baselines
- Risk registers and contingency

Day 3 Performance measurement and control

- Contract forms and obligations
- Common mistakes and how to avoid them

Day 4 Risk, compliance and improvement

- Change orders and claims
- Regional and international case studies

Day 5 Management case study and action plan

- Stakeholder reporting
- Checklists and templates to take away

10-day outline

Day 1 Contract Administration for Engineers: the management framework

- Tools: Primavera, MS Project, dashboards
- Hands-on workshop on a workplace challenge

Day 2 Planning, resources and budgets

- Scope, schedule and cost baselines
- Risk registers and contingency

Day 3 Performance measurement and control

- Contract forms and obligations
- Common mistakes and how to avoid them

Day 4 Risk, compliance and improvement

- Change orders and claims
- Regional and international case studies

Day 5 Management case study and action plan

- Stakeholder reporting
- Checklists and templates to take away

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Group discussion and peer review

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Measurement and reporting

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
21 Feb – 4 Mar 2027	10-day classroom	Riyadh	English	8,950
2–6 Aug 2027	5-day classroom	Amsterdam	English	4,750
13–17 Sep 2027	5-day online	Live online	English	2,950
13–17 Dec 2027	5-day classroom	London	English	4,750
10–21 Jan 2028	10-day classroom	London	English	8,950
3–7 Jul 2028	5-day classroom	Abu Dhabi	Arabic	4,750
9–20 Oct 2028	10-day online	Live online	English	5,450
11–15 Dec 2028	5-day classroom	Kuala Lumpur	English	4,750
14–18 May 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
18–22 Jun 2029	5-day classroom	Paris	English	4,750
9–13 Jul 2029	5-day classroom	London	English	4,750
5–16 Nov 2029	10-day classroom	Barcelona	English	8,950
12–23 May 2030	10-day classroom	Cairo	Arabic	8,950
14–18 Jul 2030	5-day classroom	Riyadh	Arabic	4,750
16–20 Sep 2030	5-day classroom	Istanbul	English	4,750
9–20 Dec 2030	10-day online	Live online	Arabic	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/