



CONSTRUCTION MANAGEMENT | CM-027

Construction Contract Administration

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Course content

Why Attend

Contract administration on construction projects involves notices, payments, variations, programme updates and claims that must be handled correctly to protect parties' rights.

This Aractech course covers contract documents, roles, communication and notices, programme administration, payment and certification, variations, claims, defects and completion. Participants practise administration tasks using realistic scenarios.

Course Methodology

- Scenario exercises
- Notice drafting
- Case studies
- Group discussions
- Reviews

Course Objectives

- Understand construction contract documents and roles
- Manage communication and notices
- Administer programmes and progress
- Process payments and certificates
- Manage variations and claims
- Administer completion and defects

Target Audience

- Contract administrators
- Quantity surveyors

Course content

- Project managers
- Site engineers

Course outline

Detailed course outline

Day-by-day outline for Construction Contract Administration.

Day 1 - Contract Documents and Roles

- 09:00-09:45 | Contract documents
- 09:45-10:30 | Roles
- 10:30-11:00 | Responsibilities
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Responsibilities (continued)
- 11:45-12:30 | Communication
- 12:30-14:00 | Exercise: Document review

Day 2 - Notices and Programme

- 09:00-09:45 | Notice requirements
- 09:45-10:30 | Programme submission
- 10:30-11:00 | Progress
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Progress (continued)
- 11:45-12:30 | Delays
- 12:30-14:00 | Workshop: Notice drafting

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Day 3 - Payments

- 09:00-09:45 | Valuations
- 09:45-10:30 | Certificates
- 10:30-11:00 | Retentions
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Retentions (continued)
- 11:45-12:30 | Payment disputes
- 12:30-14:00 | Exercise: Payment certificate

Day 4 - Variations and Claims

- 09:00-09:45 | Variation instructions
- 09:45-10:30 | Valuation
- 10:30-11:00 | Claims
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Claims (continued)
- 11:45-12:30 | Records
- 12:30-14:00 | Case study: Claim administration

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Day 5 - Completion

- 09:00-10:30 | Practical completion
- 10:30-11:00 | Defects
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Defects (continued)
- 11:45-12:30 | Final accounts
- 12:30-13:15 | Close-out
- 13:15-14:00 | Capstone: Administration scenario

Seminar dates

Available seminar dates

Live dates and pricing for Construction Contract Administration generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Frankfurt	Classroom	€1,875
14 - 18 December 2026	Rome	Classroom	€3,460
18 - 22 January 2027	Kuala lumpur	Classroom	€1,925
15 - 19 February 2027	Barcelona	Classroom	€2,815
15 - 19 March 2027	London	Classroom	€2,315
19 - 23 April 2027	Munich	Classroom	€3,225
17 - 21 May 2027	Barcelona	Classroom	€2,815
21 - 25 June 2027	Frankfurt	Classroom	€1,875
19 - 23 July 2027	Rome	Classroom	€3,460
16 - 20 August 2027	Kuala lumpur	Classroom	€1,925

Seminar dates

Available seminar dates

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Date	Location	Format	Fee
20 - 24 September 2027	Barcelona	Classroom	€2,815
18 - 22 October 2027	London	Classroom	€2,315
15 - 19 November 2027	Munich	Classroom	€3,225
20 - 24 December 2027	Barcelona	Classroom	€2,815
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

Available seminar dates

Live dates and pricing for Construction Contract Administration generated from the course details page.

Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
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