

# aractech

Global Learning for Operational Leaders



CONTRACTS MANAGEMENT | CM-015

## Drafting Contracts and Writing Scope of Work

### Contact

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### Address

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# Course content

## Why Attend

This course aims to provide participants with the knowledge and skills to write an accurate Scope of Work (SoW) for projects and draft a simple contract. The course covers multiple tools that can help analyze the requirements and develop a Scope of Work using several outlines and templates. Furthermore, the course will cover the building blocks of a contract and guidelines and best practices used in drafting contracts.

## Course Methodology

- This course relies on individual and group exercises aimed at helping participants learn all key contract management activities. The course also features several case studies, presentations, and role-plays by participants, followed by discussions. In addition, this course incorporates pre-and post-testing.

## Course Objectives

- Identify the essential elements of a contract and recognize the importance of the Scope of Work
- Outline the objectives of a contractual relationship and leverage them into requirements needed to develop the Scope of Work
- Plan and prepare a solid SoW using outlines and templates
- Define contract building blocks and draft simple contract provisions
- Write the narrative of a contract and different contract parts using best practices

## Target Audience

- Personnel involved in drafting a Scope of Work and negotiating contract terms to ensure contract requirements are adequately captured.
- Target Competencies
- Contract preparation
- Writing Scope of Work

# Course outline

## Detailed course outline

Module-by-module outline for Drafting Contracts and Writing Scope of Work.

### Module 1 - Overview

- Defining contracts
- Elements of contracts
- Defining rights and obligations
- Defining and developing the Scope of Work

### Module 2 - Planning Scope of Work

- Types of Scope of Work
- Tools and techniques used to plan Scope of Work
- Gathering requirements
- Work Breakdown Structure (WBS)
- Risk management and Scope of Work
- Outlining the Scope of Work planning process

### Module 3 - Developing the Scope of Work

- Rules of SoW writing
- Drafting fundamentals
- SoW formats
- Why is an SoW difficult to write?
- Suggested ten-part format
- Principles of good writing

# Course outline

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Module-by-module outline for Drafting Contracts and Writing Scope of Work.

### Module 4 - Contract Building Blocks

- Representations and warranties
- Covenants and promises
- Rights and obligations
- Conditions to obligations
- Discretionary authority
- Declarations and facts

### Module 5 - Contract Drafting Fundamentals

- Drafting with or without precedent
- Drafting contract parts:
- Introductory provisions
- Definitions and defined terms
- Action sections
- Other substantive business provisions

# Seminar dates

## Available seminar dates

Live dates and pricing for Drafting Contracts and Writing Scope of Work generated from the course details page.

Date	Location	Format	Fee
22 - 26 June 2026	Frankfurt	Classroom	€2,275
13 - 17 July 2026	Barcelona	Classroom	€2,695
17 - 21 August 2026	Frankfurt	Classroom	€2,275
21 - 25 September 2026	Rome	Classroom	€2,975
19 - 23 October 2026	London	Classroom	€2,940
2 - 6 November 2026	Kuala lumpur	Classroom	€1,575
21 - 25 December 2026	Rome	Classroom	€2,975

### Live online option

Online delivery is available at €1,250.