QUEST
Professional Center

PROFESSIONAL TRAINING COURSE

Course No. 1622

Contract Management & Administration Professional

LEGAL, CONTRACTS & COMPLIANCE
OIL & GAS

DURATION
5 Days

DELIVERY
Classroom

Course Overview

Contract Management & Administration Professional for the Oil & Gas Sector is a specialized professional training course designed to strengthen the capabilities required to manage and administer complex contracts throughout the oil and gas project lifecycle. Oil and gas organizations depend on sophisticated contractual relationships involving operators, contractors, engineering and construction companies, drilling contractors, oilfield service providers, suppliers, joint-venture partners, and other stakeholders. Effective contract management is therefore essential for controlling obligations, protecting commercial interests, maintaining project performance, and supporting operational continuity.

The course provides a comprehensive and practical framework for professional contract administration, covering the full journey from contract award and mobilization through execution, change management, performance monitoring, claims, payments, closeout, and final settlement. Participants will examine how contractual requirements should be translated into practical management controls and how contract administrators can maintain accurate records, monitor obligations, manage communications, and identify potential commercial risks at an early stage.

A key focus of the program is the integration of contract management with project controls, procurement, commercial management, finance, legal functions, engineering, construction, operations, and risk management. Participants will develop practical techniques for managing contract deliverables, milestones, notices, approvals, variations, payment processes, performance requirements, extensions, delays, claims, and disputes. Particular emphasis is placed on maintaining contemporaneous documentation and creating an auditable contractual record that supports sound commercial and management decisions.

The program is especially relevant to the complex contractual environment of the oil and gas industry, where changes in scope, technical interfaces, project delays, supply-chain issues, regulatory requirements, contractor performance, and operational constraints can significantly affect contractual outcomes. Through practical exercises and realistic industry scenarios, participants will develop the ability to administer contracts systematically, strengthen contract governance, reduce avoidable disputes, and improve the commercial and operational management of oil and gas projects.

Objectives

- Analyze the fundamental principles and responsibilities of professional contract management within the oil and gas industry.
- Develop a structured contract administration framework covering contract award, execution, monitoring, change management, and closeout.
- Evaluate contractual obligations, deliverables, milestones, deadlines, notices, approvals, and performance requirements throughout the contract lifecycle.
- Apply effective techniques for monitoring contractor and supplier performance against contractual requirements, schedules, quality standards, and deliverables.
- Design practical systems for managing contractual correspondence, records, notices, instructions, approvals, and supporting documentation.
- Assess contractual changes, variations, amendments, extensions, and change orders and determine their potential commercial and operational impacts.
- Improve the administration of payment processes, invoices, supporting documentation, milestones, retention, deductions, and other contractual financial requirements.
- Strengthen the early identification and management of contractual risks, delays, non-performance, claims, and potential disputes.
- Apply effective techniques for coordinating contract administration with project controls, procurement, finance, legal, engineering, construction, and operations teams.
- Evaluate contractor claims and contractual submissions using appropriate contractual, technical, schedule, and commercial information.
- Develop effective contract governance and reporting mechanisms for high-value and high-risk oil and gas contracts.
- Prepare a practical contract management and administration strategy that can be implemented within an oil and gas organization.

Who Should Attend

This course is designed for contracts managers, contract administrators, contract engineers, commercial managers, contract specialists, procurement professionals, claims specialists, project controls professionals, and legal and commercial personnel involved in the administration of oil and gas contracts. It is particularly suitable for professionals responsible for EPC, EPCM, drilling, oilfield services, engineering, construction, maintenance, procurement, fabrication, commissioning, transportation, logistics, and supply contracts.

The program is also highly relevant to project managers, project directors, procurement managers, commercial directors, finance professionals, cost engineers, planning engineers, risk managers, compliance professionals, operations managers, and senior executives responsible for contractual performance. It is suitable for national and international oil companies, oilfield service providers, EPC contractors, engineering and construction organizations, drilling companies, suppliers, joint-venture organizations, and other companies operating across the oil and gas value chain.

Learning Outcomes

- Explain the role, responsibilities, and core principles of professional contract management and administration in oil and gas projects.
- Interpret contractual requirements and translate them into practical obligations, deliverables, milestones, controls, and responsibilities.
- Establish effective contract administration procedures from contract award and mobilization through execution and closeout.
- Monitor contractor performance using contractual requirements, project schedules, quality standards, key deliverables, and performance information.
- Maintain accurate and organized contractual records, correspondence, notices, instructions, approvals, and supporting documentation.
- Evaluate variations, amendments, change orders, and scope modifications and identify their financial, technical, schedule, and contractual implications.
- Manage contractual payment processes and review invoices and supporting documentation against agreed contractual requirements.
- Identify early warning indicators of delay, non-performance, contractual risk, claims, and potential disputes.
- Analyze contractor claims and submissions by reviewing contractual entitlement, supporting evidence, cost information, and schedule impacts.
- Coordinate effectively with legal, commercial, procurement, finance, engineering, project controls, and operations teams.
- Develop contract performance reports and management information that support timely commercial and operational decisions.
- Prepare an integrated contract management and administration framework suitable for complex oil and gas contracts.

Course Outline

DAY 01

Foundations of Professional Contract Management in Oil & Gas

- Strategic role of contract management across the oil and gas value chain
- Contract lifecycle from tendering and award through execution and closeout
- Key responsibilities of contract managers, contract administrators, commercial teams, and project stakeholders
- Understanding contractual scope, obligations, deliverables, milestones, and performance requirements
- Contract hierarchy, precedence of documents, schedules, specifications, and contractual appendices
- Contract mobilization and effective transition from award to execution
- Establishing contract administration procedures and management controls
- Roles and interfaces between contracts, procurement, legal, finance, engineering, project controls, and operations
- Contract governance, authority levels, approvals, and escalation procedures

> **PRACTICAL APPLICATION**
>
> Developing a contract administration framework for an oil and gas project

DAY 02

Contract Administration, Documentation & Performance Management

- Managing contractual correspondence and formal communications
- Notices, instructions, approvals, acknowledgements, and contractual deadlines
- Contractual records and document control requirements
- Managing deliverables, milestones, schedules, and contractual commitments
- Contractor and supplier performance monitoring
- Performance measurement, reporting, and management reviews

DAY 02 — CONTINUED

- Quality, technical, HSE, and operational interfaces within contract administration
- Managing meetings, minutes, action registers, and follow-up obligations
- Early warning indicators and escalation of contractual issues

PRACTICAL APPLICATION

Establishing a contract administration and performance monitoring system

DAY 03

Variations, Payments, Claims & Commercial Control

- Principles of contract change and variation management
- Change orders, amendments, scope changes, additions, omissions, and technical modifications
- Evaluation and approval of variations
- Pricing, valuation, supporting documentation, and commercial assessment
- Contractual payment mechanisms and milestone-based payments
- Invoice review, payment documentation, deductions, retention, and contractual adjustments
- Managing extensions, delays, suspension, and other changes affecting contract performance
- Introduction to contractor claims and contractual entitlement
- Reviewing claims using contractual, technical, financial, and schedule information

PRACTICAL APPLICATION

Evaluating a variation, reviewing a payment submission, and assessing a contractor claim

DAY 04

Contract Risk, Claims, Disputes & Stakeholder Management

- Identifying and assessing contractual risks in oil and gas projects
- Contract risk registers and risk ownership
- Managing contractor default, non-performance, delay, and defective performance
- Claims prevention through effective contract administration and documentation

DAY 04 — CONTINUED

- Managing contractual notices and time-sensitive requirements
- Dispute avoidance and early intervention techniques
- Negotiation and commercial communication with contractors and suppliers
- Coordination between contracts, legal, commercial, project, and technical teams
- Escalation procedures for significant contractual and commercial issues

PRACTICAL APPLICATION

Managing a complex contractor dispute from early warning through commercial resolution

DAY 05

Contract Governance, Closeout & Strategic Contract Administration

- Contract performance governance and executive reporting
- Contract dashboards, registers, action tracking, and management information
- Monitoring contractual obligations, outstanding deliverables, milestones, and liabilities
- Managing final accounts, outstanding claims, variations, warranties, and contractual commitments
- Contract completion, demobilization, handover, and closeout procedures
- Final documentation, records retention, lessons learned, and knowledge transfer
- Evaluating contract performance and identifying opportunities for improvement
- Integrating contract administration with organizational risk and commercial governance
- Developing standardized contract management procedures and controls

FINAL WORKSHOP

Developing a Professional Contract Management & Administration Framework for an Oil & Gas Organization

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Register or Request More Information

Course page: https://quest-training.com/courses/contract-management-administration-professional
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