

Course No. 1684

Government Contract Management & Administration

GOVERNMENT CONTRACTS & CONTRACT MANAGEMENT
GOVERNMENT & PUBLIC SECTOR

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Government Contract Management & Administration Training Course provides a comprehensive and practical framework for managing government contracts effectively, transparently, and systematically throughout the contract lifecycle. The course focuses on translating contractual requirements and obligations into structured mechanisms for execution, monitoring, control, and performance management while supporting public value, accountability, compliance, and successful contract delivery.

Government contracts often involve complex technical, commercial, financial, regulatory, and operational requirements, together with multiple stakeholders and strict governance expectations. Effective contract administration therefore requires more than basic document management. It requires disciplined monitoring of contractual obligations, contractor performance, payments, variations, claims, risks, delays, documentation, and contractual issues throughout the implementation period.

The program examines the government contract lifecycle from post-award transition and contract commencement through execution, performance monitoring, payment administration, correspondence, variations, delays, non-compliance, claims, risk management, and final closeout. Participants will develop practical methods for establishing contract administration systems, maintaining accurate records, monitoring obligations, and supporting transparent and auditable decision-making.

A strong focus is placed on contractor performance, change management, claims, and contract risk. Participants will learn how to monitor schedule, cost, quality, scope, and performance requirements; evaluate variations and claims; analyze delays and contractual issues; document decisions; and implement corrective actions. The course also addresses communication, governance, accountability, and stakeholder coordination within government contracting environments.

Through case studies, contract analysis, practical exercises, contractor management scenarios, and implementation workshops, participants will develop the ability to establish and operate an effective government contract management framework. The course is suitable for ministries, government entities, public authorities, municipalities, state-owned organizations, and institutions managing construction, infrastructure, procurement, energy, oil and gas, services, consulting, and strategic development contracts.

Objectives

- Analyze the principles of government contract management and their role in achieving procurement and public-sector objectives.
- Assess contractual obligations, scope, responsibilities, deliverables, and performance requirements at the beginning of contract execution.
- Develop effective mechanisms for administering and monitoring government contract performance.
- Apply structured methods for monitoring schedule, cost, quality, scope, and contractual compliance.
- Evaluate supplier and contractor performance and determine appropriate corrective actions for identified deviations.
- Apply controlled procedures for managing variations, change orders, and contract amendments.
- Analyze contractual claims, delays, extensions of time, and contractual issues and evaluate their financial and schedule implications.
- Strengthen contract documentation, correspondence, notices, records, and supporting evidence.
- Assess government contract risks and develop appropriate mitigation and response measures.
- Apply effective approaches to payment administration and connect payments with contractual performance and deliverables.
- Develop mechanisms for early identification and management of contractual issues and dispute risks.
- Design an integrated Government Contract Management & Administration framework by the end of the course.

Who Should Attend

This training course is designed for Government Contract Managers, Contract Administrators, Procurement Managers, Project Managers, Contract Specialists, Procurement Specialists, Commercial Managers, Supply Chain Managers, Program and Project Managers, Project Controls Professionals, Engineers, and specialists involved in government contract administration and performance monitoring.

The course is particularly relevant to professionals working in ministries, government entities, public authorities, municipalities, state-owned organizations, and institutions managing contracts for

construction, infrastructure, energy, oil and gas, utilities, professional services, consulting, procurement, and strategic projects. It is also suitable for professionals in legal, finance, technical, project management, procurement, audit, compliance, and commercial departments.

The program will benefit executives, senior managers, department heads, contract committee members, decision makers, and professionals responsible for contractor performance, contract variations, claims, payments, corrective actions, and contractual governance. It provides an integrated approach connecting government contract administration with governance, financial control, risk management, project performance, and public-sector accountability.

Learning Outcomes

- Explain the key principles and stages of government contract management throughout the contract lifecycle.
- Identify contractual obligations, responsibilities, deliverables, performance requirements, and scope boundaries.
- Develop practical systems for monitoring and administering government contract performance.
- Measure contractor and supplier performance across schedule, cost, quality, scope, and compliance.
- Identify contractual deviations and analyze their causes, consequences, and required corrective actions.
- Manage variations, change orders, and contract amendments using structured approval and documentation processes.
- Evaluate contractual claims, delays, extensions of time, and other contractual issues.
- Assess the financial, schedule, operational, and contractual impacts of claims and variations.
- Establish effective systems for managing contractual records, notices, correspondence, and evidence.
- Assess government contract risks and develop appropriate mitigation and response strategies.
- Monitor contract payments and financial performance in relation to contractual deliverables and obligations.
- Develop an integrated government contract management and administration framework for organizational implementation.

Course Outline

DAY 01

Government Contract Management Foundations & Contract Lifecycle

- Principles and objectives of government contract management
- Government contract lifecycle from award and commencement to closeout and final evaluation
- Understanding scope, contractual obligations, responsibilities, deliverables, and performance requirements
- Roles and responsibilities of contract managers, technical teams, finance, legal functions, procurement teams, and stakeholders

PRACTICAL APPLICATION

Analyze a sample government contract and identify key obligations, responsibilities, deliverables, and control points

DAY 02

Contract Administration & Performance Management

- Contract implementation planning and management of contractual requirements
- Monitoring progress, schedule, cost, quality, scope, and deliverables
- Contract performance indicators and contractor and supplier performance measurement
- Managing non-compliance, underperformance, deviations, and corrective actions

PRACTICAL APPLICATION

Develop a government contract performance monitoring dashboard and identify performance deviations and required management actions

DAY 03**Variations, Claims & Delay Management**

- Principles of contract variations, change orders, and amendments
- Evaluating changes to scope, cost, duration, resources, and deliverables
- Types of contractual claims and assessment of entitlement and supporting evidence
- Managing delays, extensions of time, additional costs, and contractual issues

PRACTICAL APPLICATION

Analyze a contractual claim and variation and determine their financial, schedule, operational, and contractual impacts

DAY 04**Contract Risk, Documentation & Issue Management**

- Identifying and assessing government contract risks
- Managing risks related to performance, cost, schedule, suppliers, contractors, and compliance
- Contract records, correspondence, notices, documentation, and evidence management
- Early warning systems, issue management, and dispute prevention

PRACTICAL APPLICATION

Develop a contract risk register and establish a structured system for managing contractual issues, notices, records, and corrective actions

DAY 05**Governance, Contract Closeout & Continuous Improvement**

- Government contract governance, transparency, accountability, and audit readiness
- Payment administration, completion, handover, acceptance, and contract closeout
- Contractor performance evaluation and lessons learned
- Contract management performance indicators, continuous improvement, and contract management maturity

DAY 05 — CONTINUED

FINAL WORKSHOP

Develop an integrated Government Contract Management & Administration framework covering governance, performance monitoring, variations, claims, risk management, documentation, payments, contractor management, closeout, and continuous improvement

Register or Request More Information

Course page: <https://quest-training.com/courses/government-contract-management-administration>

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