



Contract Management & Administration

Project Management & Contracts

QGT-PMC-106 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Contract Management & Administration is an introduction that builds a solid working knowledge in Contract Management & Administration. It covers the principles, the requirements of PMI PMBOK, FIDIC, AACE and ISO 21502, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Contract Management & Administration
- Apply the relevant requirements of PMI PMBOK, FIDIC, AACE and ISO 21502
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for project managers, planners, contract engineers and commercial staff, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Contract Management & Administration fits into daily operations

Day 2: Codes, standards and requirements

What PMI PMBOK, FIDIC, AACE and ISO 21502 require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
26–30 Apr 2027	Abu Dhabi	Classroom	5 days	\$5,500
12–23 Jul 2027	Cape Town	Classroom	10 days	\$9,900
23–27 Aug 2027	Tunis	Classroom	5 days	\$5,500
1–12 Nov 2027	Copenhagen	Classroom	10 days	\$9,900
29 Nov – 3 Dec 2027	Online (live)	Online (live)	5 days	\$3,000
6–10 Mar 2028	Budapest	Classroom	5 days	\$5,500
23 Apr – 4 May 2028	Doha	Classroom	10 days	\$9,900
24–28 Jul 2028	Frankfurt	Classroom	5 days	\$5,500
20–31 Aug 2028	Erbil	Classroom	10 days	\$9,900
4–8 Sep 2028	Online (live)	Online (live)	5 days	\$3,000
25 Feb – 1 Mar 2029	Algiers	Classroom	5 days	\$5,500
20–31 May 2029	Alexandria	Classroom	10 days	\$9,900
18–22 Jun 2029	Milan	Classroom	5 days	\$5,500
3–14 Sep 2029	Marrakech	Classroom	10 days	\$9,900
10–14 Sep 2029	Online (live)	Online (live)	5 days	\$3,000
28 Jan – 1 Feb 2030	Madrid	Classroom	5 days	\$5,500
10–21 Feb 2030	Riyadh	Classroom	10 days	\$9,900
11–15 Mar 2030	Copenhagen	Classroom	5 days	\$5,500
12–23 Aug 2030	Brussels	Classroom	10 days	\$9,900
11–15 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/contract-management-and-administration/>

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Email: training@qimmatrainig.com

