MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

PREPARATION OF EFFICIENT SCOPE OF WORK & EFFICIENT CONTRACT MANAGEMENT

""Mastering the Art of Defining Scope and Managing Contracts for Successful Project Execution""

Schedule

Date	Venue	Fees (Face-to-Face)
15 – 19 Feb 2026	Doha, Qatar	USD 3495 per delegate
18 – 22 May 2026	Dubai, UAE	USD 3495 per delegate
21 – 25 Jun 2026	Kuwait	USD 3495 per delegate
13 – 17 Dec 2026	Manama, Bahrain	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

A well-defined scope of work (SOW) and efficient contract management are key to the success of any project, whether it\'s in construction, IT, or service delivery. The ability to clearly define project deliverables and manage contracts effectively can help prevent disputes, ensure timely completion, and maximize the value delivered from both internal and external resources.

This 5-day course provides participants with the knowledge and skills needed to create clear, concise scopes of work and to manage contracts throughout the entire project lifecycle. From contract negotiation to performance monitoring and dispute resolution, this course covers essential contract management techniques, ensuring project managers and contract administrators can manage contracts efficiently and effectively.

Objectives

By the end of this course, participants will be able to:

- Understand the importance of a clear scope of work (SOW) and its role in contract management
- Develop efficient scopes of work that clearly define project objectives, deliverables, and timelines
- Implement best practices for managing contracts from negotiation through to completion
- Apply contract management tools to monitor performance, mitigate risks, and manage disputes
- Understand the legal and operational aspects of contract administration
- Improve communication with contractors and vendors to ensure smooth project execution

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Why Attend

- Learn how to create a clear, effective scope of work (SOW) that aligns with project objectives
- Gain practical contract management skills to ensure successful project delivery and minimize risks
- Understand the full lifecycle of contract management, including negotiation, monitoring, and closure
- Build your ability to manage contracts and disputes with confidence, improving project efficiency
- Enhance your career prospects by mastering the essentials of contract management and SOW development

Target Audience

This program is designed for:

- Project managers and team leaders responsible for managing contracts and project deliverables
- Contract administrators and procurement professionals
- Business managers involved in negotiating and administering contracts
- Construction managers and engineers involved in defining and managing work scope
- Legal professionals working in contract law or project management

Individual Benefits

Key competencies that will be developed include:

- A comprehensive understanding of how to define and manage the scope of work
- Practical skills for negotiating and managing contracts
- Enhanced ability to manage vendor relationships and prevent disputes
- Stronger skills in project execution, ensuring timely delivery and quality compliance
- Confidence in managing contract risk and ensuring contractual obligations are met

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More efficient and effective project execution with clear, defined scope and contract terms
- Reduced project risks through better contract management practices
- Improved contractor performance and reduced delays or disputes
- Enhanced organizational reputation through strong contract compliance and management
- Increased control over project costs, timelines, and deliverables

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Key principles of scope of work development and contract management techniques
- Case Studies – Real-life examples of successful and unsuccessful contract management and SOW practices
- Workshops – Hands-on exercises on developing scopes of work, managing contracts, and addressing issues during the lifecycle
- Peer Exchange – Collaborative discussions and feedback on contract management challenges and solutions
- Tools – Contract templates, scope of work checklists, and performance monitoring tools

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Scope of Work (SOW) and Contract Fundamentals

- **Module 1: Understanding Scope of Work (SOW)** (07:30 – 09:30)
- What is a Scope of Work (SOW)?
- The role of the SOW in contract management and project success
- Key components of a clear and concise SOW: deliverables, timelines, and resources
- How to align the SOW with organizational goals and project objectives
- **Module 2: Developing an Effective Scope of Work** (09:45 – 11:15)
- Best practices for defining project scope and boundaries
- How to create measurable and achievable deliverables
- Identifying project constraints and dependencies
- Integrating the SOW with project management plans
- **Module 3: Contract Fundamentals and Key Terms** (11:30 – 01:00)
- Introduction to contract law and the basics of contract formation
- Key terms and clauses in contracts: terms of payment, deliverables, deadlines, liabilities
- Understanding the different types of contracts: fixed-price, time and materials, cost-plus
- The importance of clearly defined terms and conditions in avoiding disputes
- **Module 4: Workshop – Creating a Scope of Work for a Project** (02:00 – 03:30)
- Participants work in groups to develop a detailed scope of work for a sample project
- Group discussion and feedback on scope definition and alignment with project goals

Day 2: Advanced Contract Management and Performance Monitoring

- **Module 5: Advanced Contract Negotiation and Risk Management** (07:30 – 09:30)
- Techniques for effective contract negotiation and risk allocation
- Identifying and mitigating risks during the contract negotiation process
- Managing legal risks and compliance with contract terms
- **Module 6: Monitoring Contract Performance and Managing Deliverables** (09:45 – 11:15)
- Tools and techniques for tracking contract performance and deliverables
- Using performance metrics and KPIs to monitor contractor progress
- Managing contract deviations, changes, and amendments
- **Module 7: Effective Vendor and Contractor Relationship Management** (11:30 – 01:00)
- Building strong, collaborative relationships with contractors and vendors
- Ensuring effective communication and conflict resolution during the project
- Managing expectations and ensuring quality delivery
- **Module 8: Workshop – Monitoring Contract Compliance and Managing Risks** (02:00 – 03:30)
- Participants develop a contract performance monitoring plan for a case study
- Group discussions on managing performance issues and mitigating contract risks

Day 3: Dispute Resolution and Finalizing Contracts

- **Module 9: Dispute Resolution in Contract Management** (07:30 – 09:30)
- Common causes of contract disputes and how to prevent them
- Techniques for resolving disputes: negotiation, mediation, arbitration
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Legal frameworks for dispute resolution in contract management

- **Module 10: Finalizing and Closing Contracts** (09:45 – 11:15)
- How to properly close contracts and ensure all obligations are met
- Managing final payments, deliverables, and documentation
- Closing out contracts with clear terms and conditions for post-completion issues
- **Module 11: Lessons Learned and Best Practices for Future Contracts** (11:30 – 01:00)
- Documenting lessons learned during the contract lifecycle
- Developing best practices for future contracts and scope of work preparation
- Improving efficiency and reducing risks in future contracts
- **Module 12: Workshop – Dispute Resolution and Closing Out a Contract** (02:00 – 03:30)
- Participants work through a real-world dispute scenario and present their resolution strategies
- Group discussion on closing out contracts effectively and addressing final issues

Day 4: Contract Closure, Finalization, and Continuous Improvement

- **Module 13: Closing Out a Contract** (07:30 – 09:30)
- The process of finalizing and closing contracts
- Managing final payments, deliverables, and documentation
- Ensuring that all contract terms and conditions are met before closing
- Conducting a post-project review and documenting lessons learned
- **Module 14: Continuous Improvement in Contract Management** (09:45 – 11:15)
- Analyzing contract performance for continuous improvement
- Identifying opportunities for process improvement in future contracts
- Using feedback and lessons learned to enhance future contract management processes
- Implementing a continuous improvement culture within contract management teams
- **Module 15: Building a High-Performance Contract Management Team** (11:30 – 01:00)
- Developing and training a high-performing contract management team
- Roles and responsibilities of team members in contract management
- Collaborative tools and technologies for effective contract management
- Ensuring team alignment with organizational goals and project outcomes
- **Module 16: Workshop – Building a Contract Close-Out Checklist** (02:00 – 03:30)
- Participants create a contract close-out checklist and post-project review plan for a case study
- Group presentation and feedback from peers and instructors on contract closure and improvement strategies

Day 5: Integrating Scope of Work and Contract Management into Organizational Strategy

- **Module 17: Integrating Scope of Work and Contract Management into Business Strategy** (07:30 – 09:30)
- The role of scope of work and contract management in achieving business objectives
- Aligning contract management practices with organizational strategy
- Creating value through strategic contracts and efficient project delivery
- Ensuring that contracts support long-term business goals and sustainability
- **Module 18: Strategic Vendor Management and Performance Optimization** (09:45 – 11:15)
- Vendor selection, performance evaluation, and optimization
- Managing strategic relationships with key vendors and contractors
- Techniques for improving vendor performance and aligning with business goals
- Measuring vendor success and fostering long-term partnerships
- **Module 19: Compliance, Reporting, and Auditing in Contract Management** (11:30 – 01:00)

Understanding the compliance requirements for contracts in different industries

- Reporting and auditing contract performance
- Using contract management software to track compliance and generate reports
- Implementing regular audits to ensure compliance and identify areas for improvement
- **Module 20: Final Workshop – Developing a Comprehensive Contract Management Plan** (02:00 – 03:30)
- Participants finalize their contract management plans, integrating lessons learned throughout the course
- Group presentations of comprehensive contract management strategies and scope of work planning
- Final feedback and course wrap-up

Certification

Participants will receive a **Certificate of Completion in Preparation of Efficient Scope of Work & Efficient Contract Management** , validating their proficiency in contract management and scope of work preparation to ensure successful project delivery.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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