

# EPC PROJECT CONTRACT MANAGEMENT & ADMINISTRATION

*“Maximizing project success through effective EPC contract management”*

## Schedule

Date	Venue	Fees (Face-to-Face)
04 – 08 May 2026	Dubai, UAE	USD 3495 per delegate

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

## Introduction

Engineering, Procurement, and Construction (EPC) projects require meticulous contract management to ensure timely delivery, cost control, and compliance with contractual obligations. Proper administration of EPC contracts minimizes risks, prevents disputes, and improves overall project performance.

This intensive five-day program equips participants with practical knowledge and tools to manage EPC contracts effectively. Participants will learn contract structuring, administration, risk management, and dispute resolution techniques to ensure successful project execution.

## Objectives

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

- Understand EPC contract structures, clauses, and obligations
- Administer EPC contracts efficiently across project lifecycle
- Identify, assess, and mitigate contractual risks
- Manage claims, variations, and change orders
- Ensure compliance with legal and regulatory requirements
- Apply best practices in project documentation and reporting
- Resolve disputes and conflicts effectively

## Why Attend

- Gain practical skills in managing EPC contracts
- Learn how to reduce risks and prevent disputes
- Enhance project control and administration efficiency
- Understand legal and regulatory compliance requirements
- Improve decision-making in claims and variations
- Network with professionals managing large-scale EPC projects

## Target Audience

This program is designed for:

- Project managers and EPC contract managers
- Procurement, commercial, and legal professionals
- Engineers and project coordinators involved in EPC projects
- Risk and compliance managers
- Professionals responsible for contract administration and dispute resolution

## Individual Benefits

Key competencies that will be developed include:

- Ability to manage EPC contracts across the project lifecycle
- Skills in claims, variations, and dispute resolution
- Knowledge of risk management and compliance requirements
- Proficiency in project documentation and reporting
- Enhanced negotiation and stakeholder management skills

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract compliance and risk mitigation
- Enhanced project execution efficiency
- Reduced disputes and claims costs
- Optimized project documentation and reporting processes
- Stronger alignment between contract obligations and project objectives

## Instructional Methodology

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

- Strategy Briefings – Principles of EPC contract management and administration
- Case Studies – Real-world examples of EPC contract execution and disputes
- Workshops – Hands-on exercises in contract review, risk assessment, and claim management
- Peer Exchange – Group discussions on challenges and best practices
- Tools – Templates and checklists for contract administration, risk assessment, and documentation

## MAWA EVENTS

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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 EPC Contracts

##### Module 1: EPC Contract Overview (07:30 – 09:30)

- Types of EPC contracts and their applications
- Roles and responsibilities of project stakeholders

##### Module 2: Key Contract Clauses (09:45 – 11:15)

- Obligations, scope, and deliverables
- Performance guarantees and milestones

##### Module 3: Risk Identification (11:30 – 01:00)

- Contractual and operational risks
- Mitigation strategies

##### Module 4: Workshop – Contract Review Exercises (02:00 – 03:30)

- Hands-on analysis of EPC contract clauses

#### Day 2: Contract Administration & Compliance

##### Module 1: Contract Administration Principles (07:30 – 09:30)

- Project lifecycle contract management
- Documentation and reporting best practices

##### Module 2: Compliance & Legal Considerations (09:45 – 11:15)

- Regulatory requirements and standards
- Ensuring contract compliance

##### Module 3: Monitoring & Performance Tracking (11:30 – 01:00)

- Tools and techniques for contract performance management

##### Module 4: Workshop – Administration Exercises (02:00 – 03:30)

- Practical exercises in monitoring contract performance

#### Day 3: Claims and Variations Management

##### Module 1: Claims Identification & Analysis (07:30 – 09:30)

- Types of claims in EPC contracts
- Documentation and substantiation

##### Module 2: Variation Orders & Change Management (09:45 – 11:15)

- Managing project scope changes
- Approvals, cost implications, and tracking

##### Module 3: Workshop – Claims & Variations Exercises (11:30 – 01:00)

- Case studies and practical exercises

##### Module 4: Peer Exchange (02:00 – 03:30)

- Discussion on real-world challenges and solutions

#### Day 4: Dispute Resolution & Risk Management

##### Module 1: Contractual Disputes (07:30 – 09:30)

- Common sources of disputes
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Prevention and early resolution strategies

Module 2: Dispute Resolution Mechanisms (09:45 – 11:15)

- Negotiation, mediation, and arbitration
- Documentation and evidence preparation

Module 3: Risk Management Strategies (11:30 – 01:00)

- Risk assessment and mitigation tools
- Integrating risk management into contract administration

Module 4: Workshop – Risk & Dispute Exercises (02:00 – 03:30)

- Practical case study exercises

Day 5: Integration, Reporting & Continuous Improvement

Module 1: Integrating Contract Management with Project Execution (07:30 – 09:30)

- Aligning contract obligations with project deliverables
- Cross-functional coordination

Module 2: Performance Reporting & KPI Tracking (09:45 – 11:15)

- Designing dashboards and reporting systems
- Tracking claims, variations, and risks

Module 3: Continuous Improvement & Lessons Learned (11:30 – 01:00)

- Reviewing projects for process improvements
- Knowledge sharing and organizational learning

Module 4: Workshop & Course Wrap-Up (02:00 – 03:30)

- Capstone exercise: EPC contract administration plan
- Peer review, key takeaways, and final Q&A

## Certification

Participants will receive a Certificate of Completion in EPC Project Contract Management & Administration, validating their expertise in managing, administering, and optimizing EPC contracts for successful project execution.

## Why Choose MAWA Events

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