MAWA EVENTS

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

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

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

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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

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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

- **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.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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