Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

LEGAL INSTITUTE

Contract Administration, Variations and Claims under Construction Projects Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

- **DURATION**
  5 Days Practical Hands-on
- **DELIVERY MODES**
  In-Person Class & Live Virtual
- **CERTIFICATION**
  Accredited Certificate of Completion
- **INTAKES / DATES**
  Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

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Contract Administration, Variations and Claims under Construction Projects Training Course

Legal Institute • 5 Days Intensive • Accredited Certification

Course Overview

Contract Administration, Variations and Claims under Construction Projects Training Course is designed to equip construction professionals with advanced knowledge and practical skills in managing construction contracts, administering contractual obligations, handling variations, and resolving construction claims effectively.

Key Skills & Software Tools Covered

Construction Contract Administration • Variations Management • Claims Assessment • Contractual Risk Management

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
23 Nov 2026 – 27 Nov 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 110,000**
23 Nov 2026 – 27 Nov 2026	Accra	Classroom / 5d	**$4,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 110,000**
30 Nov 2026 – 4 Dec 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 110,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Contract Administration, Variations and Claims under Construction Projects Training Course

Introduction

Contract Administration, Variations and Claims under Construction Projects Training Course is designed to equip construction professionals with advanced knowledge and practical skills in managing construction contracts, administering contractual obligations, handling variations, and resolving construction claims effectively. Construction projects operate within complex contractual, financial, technical, and regulatory environments, where poor contract administration can result in cost overruns, project delays, disputes, and financial losses. This comprehensive training explores modern construction contract management principles, contract lifecycle management, procurement strategies, contractual risk allocation, employer and contractor obligations, and the effective interpretation of standard construction contracts, including FIDIC conditions of contract. Participants will develop practical competencies in contract documentation, performance monitoring, project correspondence, payment certification, extension of time (EOT) applications, delay analysis, and contractual compliance to strengthen project delivery and improve commercial outcomes.

The course also examines advanced approaches to variation management, construction claims preparation, dispute avoidance, and contractual risk mitigation. Participants will learn how to identify, evaluate, substantiate, negotiate, and manage claims arising from variations, unforeseen site conditions, delayed instructions, disruption, acceleration, and employer-caused delays. Particular emphasis is placed on contemporary construction contract administration practices, digital contract management systems, claims documentation, cost control, dispute resolution mechanisms, and effective communication between employers, consultants, contractors, and subcontractors. Through practical exercises, industry-based case studies, contract simulations, and real-world project scenarios, participants will gain the confidence to manage contractual changes, protect project interests, minimize disputes, and ensure timely and cost-effective completion of construction projects.

Course Duration

5 days

Course Objectives

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

- Understand the fundamental principles of construction contract administration and effective contract lifecycle management.
- Interpret FIDIC conditions of contract, standard construction agreements, and contractual obligations.
- Develop effective contract management strategies for construction project delivery.
- Identify, assess, and mitigate contractual risks throughout the project lifecycle.
- Manage construction variations, change orders, and scope modifications in accordance with contractual provisions.
- Apply effective procedures for variation valuation, cost estimation, and commercial impact assessment.
- Prepare, evaluate, and substantiate construction claims using appropriate contractual and technical evidence.
- Understand extension of time (EOT) provisions, delay analysis, and critical path management.
- Apply modern methodologies for construction delay analysis, disruption assessment, and loss and expense claims.
- Improve payment administration, interim valuations, certification, and final account settlement.
- Strengthen contractual correspondence, notices, records management, and claims documentation.
- Apply effective construction dispute avoidance, negotiation, adjudication, and arbitration techniques.
- Utilize digital contract management tools, performance monitoring systems, and data-driven approaches to improve contractual compliance and project performance.

Target Audience

- Construction project managers and project directors.
- Contract administrators and contract management professionals.
- Quantity surveyors and commercial managers.
- Civil engineers, structural engineers, and construction engineers.
- Procurement and supply chain management professionals.
- Claims consultants, claims analysts, and dispute resolution specialists.
- Architects, consulting engineers, and construction supervisors.
- Contractors, subcontractors, developers, and infrastructure project owners.

Course Modules

Module 1: Fundamentals of Construction Contract Administration

- Principles and foundations of construction contract administration.
- Construction contract lifecycle management and administration procedures.
- Roles and responsibilities of employers, contractors, consultants, and subcontractors.
- Contract interpretation, contractual obligations, and allocation of responsibilities.
- Contract documentation, communication protocols, and compliance monitoring.
- Case Study: Administration of a large-scale commercial building contract involving unclear contractual responsibilities, inadequate documentation, and disagreements between the employer and contractor.

Module 2: Construction Contract Frameworks and FIDIC Conditions

- Overview of standard construction contracts and international contracting frameworks.
- Understanding FIDIC Red, Yellow, and Silver Books.
- Contract conditions, particular conditions, and supplementary agreements.
- Employer's requirements, contractor's obligations, and engineer's authority.
- Contractual notices, instructions, time bars, and compliance requirements.
- Case Study: Analysis of a FIDIC-based infrastructure project involving disagreements over the Engineer's instructions, contractual interpretation, and contractor obligations.

Module 3: Contract Planning, Risk Management and Performance Monitoring

- Contract implementation planning and administration strategies.
- Identification and assessment of construction contractual risks.
- Contract risk allocation and responsibility matrices.
- Performance monitoring, contractual milestones, and compliance indicators.

• Contract registers, reporting systems, and digital contract administration.

• Case Study: Management of contractual risks in a highway construction project experiencing procurement delays, design changes, and coordination challenges.

Module 4: Construction Variations and Change Order Management

• Understanding construction variations and contractual change mechanisms.

• Identification, classification, and documentation of variation instructions.

• Variation approval procedures and authorization requirements.

• Change order management and scope modification control.

• Assessment of variation impacts on project costs, resources, and completion schedules.

• Case Study: A hospital construction project experiences significant design modifications following changes in the client's operational requirements

Module 5: Variation Valuation, Cost Control and Financial Administration

• Principles of variation measurement, pricing, and valuation.

• Application of contract rates, new rates, and fair valuation principles.

• Cost estimation and assessment of additional work.

• Interim payment applications, certification, and payment procedures.

• Financial impact analysis, cost reporting, and final account reconciliation.

• Case Study: A contractor submits additional cost claims following substantial changes to the quantities and specifications of a commercial development project.

Module 6: Construction Claims Preparation, Assessment and Management

• Types of construction claims and common causes of contractual disputes.

• Claims identification, notification, and contractual entitlement.

• Preparation of claims narratives, particulars, and supporting documentation.

• Assessment of prolongation, disruption, acceleration, and additional cost claims.

• Claims substantiation through project records, correspondence, and cost evidence.

• Case Study: A contractor submits a claim for additional costs arising from delayed site possession, late design approvals, and disruption to construction activities.

Module 7: Extension of Time, Delay Analysis and Disruption Claims

• Understanding extension of time (EOT) provisions and contractual requirements.

• Construction programme development and critical path analysis.

• Delay identification, classification, and responsibility assessment.

• Delay analysis methodologies, including impacted as-planned and time impact analysis.

• Concurrent delays, prolongation costs, and disruption assessment.

• Case Study: A road construction project experiences delays due to adverse weather, late employer instructions, and contractor resource shortages.

Module 8: Construction Dispute Avoidance, Resolution and Advanced Contract Management

• Early identification and prevention of construction contract disputes.

• Negotiation, mediation, adjudication, and arbitration procedures.

• Dispute boards and alternative dispute resolution (ADR) mechanisms.

• Digital contract administration, claims management, and electronic documentation.

• Contract closeout, final account settlement, lessons learned, and performance evaluation.

• Case Study: A major infrastructure project faces a contractual dispute involving disputed variations, delayed payments, and extension of time claims.

Training Methodology

• Interactive lectures and presentations.

• Group discussions and brainstorming sessions.

• Hands-on exercises using real-world datasets.

• Role-playing and scenario-based simulations.

• Analysis of case studies to bridge theory and practice.

• Peer-to-peer learning and networking.

• Expert-led Q&A sessions.

• Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

• Hands-on practical delivery with real-world datasets, case studies, and lab exercises.

• Post-training mentorship, access to class resources, and customized follow-up support.

• Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/contract-administration-variations-and-claims-under-construction-projects-training-course to regist
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.