

# Hands-On Contract Management

“Master the meaning and operations of contracts in 2 days”

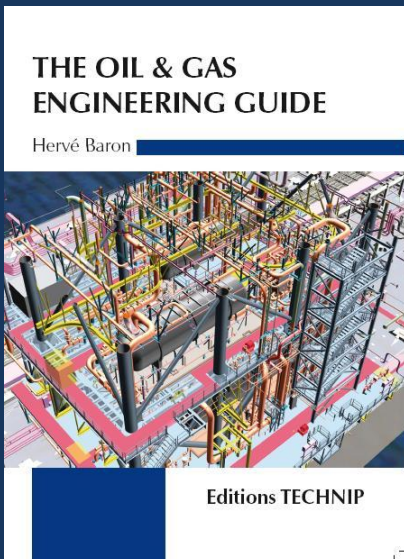
## ABOUT THE INSTRUCTOR



**Hervé Baron** is a Project Manager for a major EPC Contractor with 20 years of professional experience. He held positions of Contract Manager on several

EPC and services contracts, where he negotiated more than 100 change requests and several claims. Hervé is an experienced professional trainer that delivers very interactive and practical training.

## BARON'S PUBLICATION :



## Pedagogical Methods:

- Trainees are made to think by themselves and guess before information is provided
- Matters are explained by means of real and varied cases. Trainees are made to read articles from real contracts and prove their understanding.
- The exercise book given to trainees contains several excerpts of real contracts
- Typical logic diagrams are shown to clarify the operation of contract clauses

**Venue & Date: Jakarta, October 2014**

## Who should attend?

- Contract Manager/Administrator, as well as new comers to these roles, from both Contractor and Company sides
- Anyone involved in the execution of contracts and wanting to build a robust foundation in contract management in a very short time

## Course Objectives

- Clarify, by means of illustrations, the meaning of all contractual vocabulary, e.g., endorsement, excusable etc.
- Explain the Contract clauses, which ones are critical and why
- Explain what each party must do during the execution of a Contract
- Explain how to calculate the time money due to a contractor for a change
- Explain how to counter claims from contractors

## Course Content

- What's a Contract : risk allocation, the Contract & the law
- Contents of a Contract: Principal, critical clauses, exhibits
- Contract administration: what each party to a contract must do during the execution of a contract
- Management of changes: : directed vs constructive changes, operation of the change and schedule clauses, price & schedule adjustments
- Claims: types, examples, how to challenge them

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For further Information regarding this course please contact:

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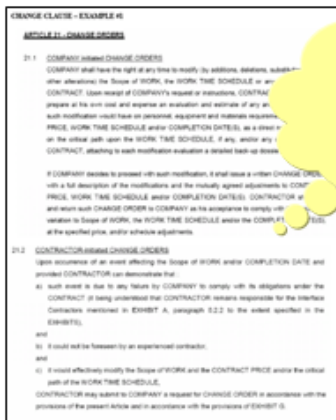
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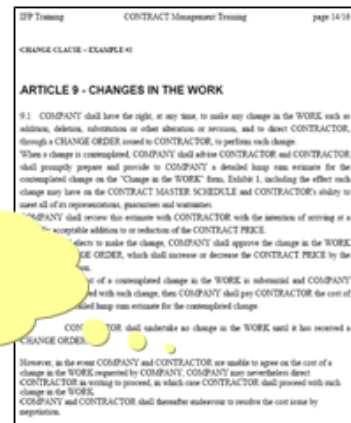
# Course Content Illustrations

## The Change Clause: exercise



Page 12&13  
of your  
hand-out

Page 14 of  
your hand-  
out



Look at the 2 change Clauses and identify, for each one:

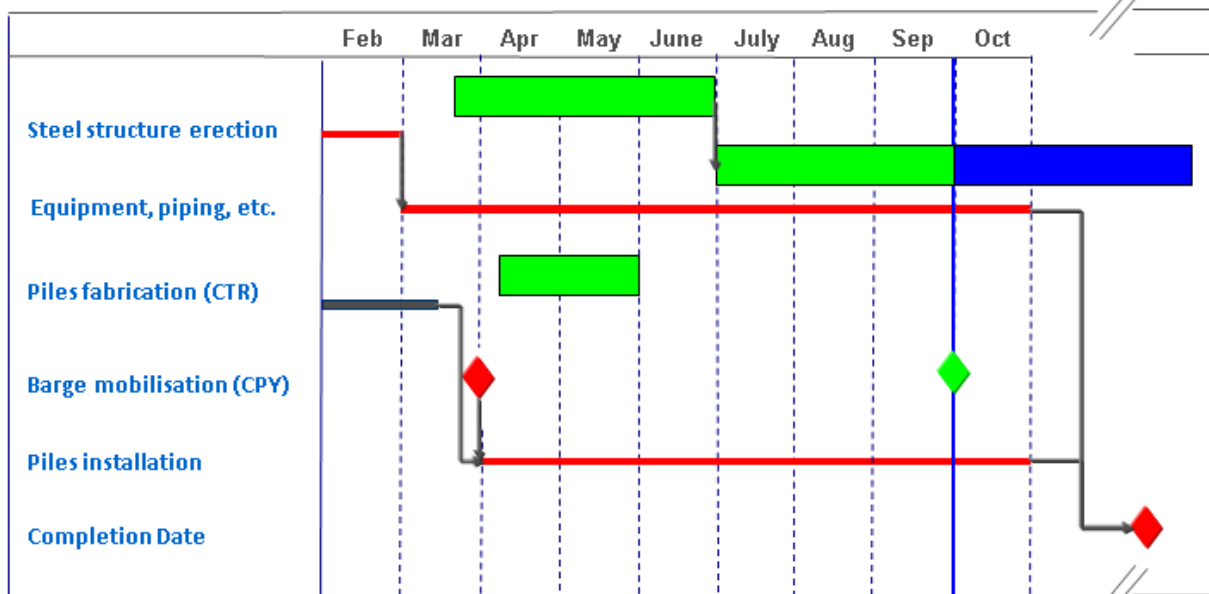
- Who shall bear the cost of the preparation of the change request
- How many days has CONTRACTOR to notify?
- Has COMPANY the right to instruct CONTRACTOR to proceed in case of disagreement on the Change conditions?

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## Time Impact Analysis: case study

Excusable delay: 6 months  
 Non excusable concurrent delay: - 4 months  
**Net excusable delay: 2 months**



- Schedule up-date as of end of Sept -

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