

Enginuity Training
Engineering Better Contract Outcomes

Built today for a better tomorrow

PEOPLE
CONTRACTS
PROJECTS
BETTER OUTCOMES

Commercial Contract Administration

Managing Cost, Time, Entitlement and Risk

CLEARER DECISIONS. FEWER DISPUTES. BETTER PROJECT OUTCOMES.

PEOPLE
PROCESS
DISCIPLINE
RESULTS

PROFESSIONAL DEVELOPMENT | AUSTRALIAN CONSTRUCTION | CONTRACT ADMINISTRATION

Course Overview

This practical course examines the Administrator / Superintendent as a major commercial control point on a construction project. It connects everyday administration decisions to the commercial position of the Principal and Contractor, with a strong focus on authority, procedure, evidence and defensible decision-making.

What the Course Covers

- Authority, delegated powers and impartial functions
- Commercial impacts on the Principal
- Commercial impacts on the Contractor
- Variations, EOTs, payments and claims
- Program review and decision speed
- Instructions and contract mechanisms
- Records, evidence and audit trail
- Communication, interfaces and documentation
- Final account and settlement exposure
- Defensible commercial decision controls

6 Key Takeaways

1. Administration decisions can move cost, time, cash flow and risk.
2. Stay within authority and separate Principal-agent functions from impartial determinations.
3. Anchor material instructions, assessments and certifications to the contract.
4. Control variations, EOTs, payments, claims, records and final account exposure.
5. Understand how administration affects contractor cash flow, productivity and claim behaviour.
6. Build a defensible decision trail using clause, authority, evidence and written reasoning.

Who Should Attend

- Contract Administrators
- Superintendents and Superintendent's Representatives
- Principal-side project managers
- Client-side engineers and construction administrators
- Commercial managers and quantity surveyors
- Project controls and program assurance personnel
- Claims, cost and dispute support teams
- Construction managers and senior project team members

Why Clients Book This Course

- Practical and industry-focused
- Connects everyday decisions to commercial consequences
- Built around Australian construction contract administration
- Strengthens variation, EOT, payment and claim control
- Supports fair, auditable and defensible decisions
- Helps reduce avoidable commercial and dispute exposure

Delivery Options

In-house team delivery	Live online delivery	Lunchtime masterclass format	Tailored for client and project teams
At your offices or project site	Interactive and engaging	High-impact and practical	Customised to your needs

Build Better Commercial Control

Equip your team to make commercially aware, contractually disciplined and defensible administration decisions.

Contact Enginuity Training to discuss delivery options for your team.

