



Course Descriptor
[CNMN3005 Contract Administration]

Proposed Academic Year	2019-2020	Last Reviewed Academic Year	2020-2021
Course Code	CNMN3005	Course Title	Contract Administration
Credit hours	4	Level of study	Undergraduate
College / Centre	College of Engineering	Department	Civil & Environmental Engineering
Co-requisites		Pre-requisites	

1. COURSE OUTLINE

[The objective of this module is to improve construction contract administration by providing education related to the administration and enforcement of contract requirements during the construction phase of the project]

2. AIMS

[This module will trace the contractual process from pre-tender stage to taking over, where the standard contract management and administration process is followed. An overview of various general conditions of contract will be discussed as well as the pre-award issues. Delegates will therefore gain an understanding of the entire process of contract management and administration, from the initiation of the project to its completion and taking over. Checklists of documents required, time charts and other tools of contracting will be discussed

This module help students to learn about the role of the client's project manager/ Engineer in administering a construction contract. Student will develop an awareness of the roles and responsibilities of the administrator under the main forms of contract. The module covers the various forms of contract used in the construction industry. Student should have an awareness of all of the main standard forms of contract and a thorough understanding of contract law, legislation and the specific forms that they have used]

3. LEARNING OUTCOMES, TEACHING, LEARNING and ASSESSMENT METHODS

Learning Outcomes (Definitive)	Teaching and Learning methods (Indicative)	Assessment (Indicative)
Upon successful completion of this course, students will be able to:		
1. Demonstrate an understanding of the legal framework and develop appropriate procedures associated with the administration of the construction process	Lectures	Assignments + Exams
2. Explain and apply the general principles of construction contract procedures	Group work, presentations	Assignments + Exams



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3.	Investigate, analyze and resolve contractual problems	Lectures	Assignments + Exams
4.	Apply good practice in the management of contractual matters	Lectures	Assignments + Exams
5.	Communicate effectively on contractual matters	Lectures	

4. ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Assignment & Participation	20%
Quiz / Case Study	20%
Midterm	20%
Final Exam	40%
TOTAL	100%

5. ACHIEVING A PASS

Students will achieve 4 credit hour for this course by passing ALL of the course assessments (Assignments, Quiz, Midterm and Final examinations) and achieving a minimum overall score of 50.%.[%](#)

NB *Ensure that ALL learning outcomes are taken into account

6. COURSE CONTENT (Indicative)

LECTURE TOPIC	TIME (HOURS)
Syllabus presentation	2
The life of project and project`s team	3
Contract`s documents and project`s stages	3
Contracts types	3
Contract strategy and delivery methods	3
Traditional Method of project delivery-organization structure	3
Traditional Method of project delivery-advantages & disadvantages	3
Non-Traditional methods	3
Design and construct method	3
Construction management method	3
Project management method	3
In-house development - Public private partnership	3
Payments - adjustment of contract sum	3



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Defective work	3
Contract disputes and their resolution	4
Project	15
TOTAL HOURS	60
Plus RECOMMENDED INDEPENDENT STUDY HOURS	120
TOTAL COURSE HOURS	180

7. RECOMMENDED READING

Core text/s:

Thomas E Uher & Philip Davenport (2009) Fundamentals of Building Contract Management (2nd Edition), UNSW Press.

Charles S. Phillips, P.E. (1999) Construction Contract Administration, Society for Mining, Metallurgy, and Exploration, Inc.

Library + online resources: