informatech

CONTRACTS MANAGEMENT | CM-015

Drafting Contracts and Writing Scope of Work

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands

Course content

Why Attend

This course aims to provide participants with the knowledge and skills to write an accurate Scope of Work (SoW) for projects and draft a simple contract. The course covers multiple tools that can help analyze the requirements and develop a Scope of Work using several outlines and templates. Furthermore, the course will cover the building blocks of a contract and guidelines and best practices used in drafting contracts.

This course relies on individual and group exercises aimed at helping participants learn all key contract management activities. The course also features several case studies, presentations, and role-plays by participants, followed by discussions. In addition, this course incorporates pre-and post-testing.

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

• Identify the essential elements of a contract and recognize the importance of the Scope of Work

• Outline the objectives of a contractual relationship and leverage them into requirements needed to develop the Scope of Work

• Plan and prepare a solid SoW using outlines and templates

• Define contract building blocks and draft simple contract provisions

• Write the narrative of a contract and different contract parts using best practices

Personnel involved in drafting a Scope of Work and negotiating contract terms to ensure contract requirements are adequately captured.

• Contract preparation

• Writing Scope of Work

• Drafting contracts

• Preparing contract plan

• Negotiating scope of work

• Technical writing

Course outline

Course content

Course outline

Overview

- Defining contracts
- Elements of contracts
- Defining rights and obligations
- Defining and developing the Scope of Work

Planning Scope of Work

- Types of Scope of Work
- Tools and techniques used to plan Scope of Work
- Gathering requirements
- Work Breakdown Structure (WBS)
- Risk management and Scope of Work
- Outlining the Scope of Work planning process

Developing the Scope of Work

- Rules of SoW writing
- Drafting fundamentals
- SoW formats
- Why is an SoW difficult to write?
- Suggested ten-part format
- Principles of good writing

Contract Building Blocks

- Representations and warranties

Course content

Course outline

- Covenants and promises
- Rights and obligations
- Conditions to obligations
- Discretionary authority
- Declarations and facts

Contract Drafting Fundamentals

- Drafting with or without precedent
- Drafting contract parts:
- Introductory provisions
- Definitions and defined terms
- Action sections
- Other substantive business provisions
- Endgame provisions
- General provisions
- Signature lines

Seminar dates

Available seminar dates

Live dates and pricing for Drafting Contracts and Writing Scope of Work generated from the course details page.

Date	Location	Format	Fee
17 - 21 August 2026	Frankfurt - Germany	Classroom	**€3,250.-**
21 - 25 September 2026	Rome - Italy	Classroom	**€4,250.-**
19 - 23 October 2026	London - U.K	Classroom	**€4,200.-**
2 - 6 November 2026	Kuala lumpur - Malaysia	Classroom	**€2,250.-**
21 - 25 December 2026	Rome - Italy	Classroom	**€4,250.-**

Live online option	Online delivery is available at €1,850.-.