

Drafting Contracts and Writing Scope of Work

Course code: CM-015



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

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.

Why Attend

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.

Who Should Attend

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

— Learning Objectives

- 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

Course Outline

DAY
1

Overview

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

DAY
2

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

DAY
3

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

DAY
4

Contract Building Blocks

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

DAY
5

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

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	London - United Kingdom	€2,100
2 - 6 November 2026	Kuala Lumpur - Malaysia	€1,400
21 - 25 December 2026	Rome - Italy	€2,125
18 - 22 January 2027	Paris - France	€2,250
15 - 19 February 2027	Frankfurt - Germany	€1,625
15 - 19 March 2027	Barcelona - Spain	€1,925
19 - 23 April 2027	Frankfurt - Germany	€1,625
17 - 21 May 2027	Rome - Italy	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.