

# Contract Closeout

**Course Number:** 1024

**Length:** 2 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:**

## Course Description

Discover why successful contract management requires successful closeout and why closing out a contract can be as critical a task as awarding the contract. You will gain the skills to effectively deal with contractors and other stakeholders to ensure that contracts are closed according to the terms laid out and to handle problems or issues that may arise.

## Intended Audience

This course is designed for personnel who participate or will participate in closing out contracts.

## Course Learning Objectives

- Discuss organizational structures and players required for closeout
- Execute the steps required to close out different types of contracts
- Handle items of special concern

## Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

DAY ONE	
MORNING	Lesson 1: Introduction to Contract Closeout
	Lesson 2: Contract Files
LUNCH	
AFTERNOON	Lesson 3: Closeout Procedures

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HOMEWORK	Review Lessons 1 to 3. Read Lessons 4 to 6.
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DAY TWO	
MORNING	Lesson 4: Effects of Contract Termination on Closeout Procedures
	Lesson 5: Time Requirements for Record Retention
LUNCH	
AFTERNOON	Lesson 6: Problem Contract Closeouts
	Course Evaluation

## Learning Methods

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Lecture, discussion, exercises, and independent readings

## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 16

### Professional Development Units (PDUs)

- Credits: 14

### Continuous Learning Points (CLPs)

- Credits: 16

## Prerequisites

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There are no prerequisites for this course.

## Pework

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There is no prework required for this course.

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## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

## Follow-On Resources

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- [Administration of Cost-Reimbursement Contracts](#)
- [Contract Administration](#)

# Contract Closeout

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/1024>



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