



PROJECT AND CONTRACT MANAGEMENT

Contract Administration and Implementing Contractual Obligations

5 day course

Classroom, online or in-house

Course overview

Contract administration is unglamorous, procedural and the reason organisations either recover what they are owed or quietly forfeit it. This course covers the routine properly. Delegates work through setting up a contract file and correspondence protocol at award, tracking obligations and deadlines on both sides, and issuing instructions, notices and certificates in the form the contract requires rather than the form that seems convenient. Progress measurement, valuation and payment application are covered in sequence. The course also addresses the practical politics of administering a contract with a party you have to keep working alongside afterwards.

What you will learn

- Set up a contract file and correspondence protocol at award
- Track obligations and deadlines on both sides
- Issue instructions, notices and certificates in the required form
- Measure progress and value work for payment
- Administer a contract without damaging a working relationship
- Escalate a persistent breach through the contractual route
- Hand over a fully documented contract at completion

Who should attend

- Contract administrators and coordinators
- Project engineers and site staff
- Procurement and commercial officers
- Quantity surveyors
- Public sector contract officers

Course outline

- 01 Setting up at award: file, protocol and roles
- 02 Obligation and deadline tracking
- 03 Instructions, notices and certificates in the required form
- 04 Progress measurement and valuation
- 05 Payment applications and certification
- 06 Managing the relationship while enforcing the contract
- 07 Escalating a persistent breach
- 08 Completion, handover and documentation

Upcoming dates

Dates	Venue	Format	Fee per delegate
12 to 16 October 2026	Kigali, Rwanda	Classroom	USD 1,325
2 to 6 November 2026	Cape Town, South Africa	Classroom	R19,950
7 to 11 December 2026	Online	Online	R8,500
1 to 5 February 2027	Pretoria, South Africa	Classroom	R19,950



Fees and how to register

This 5 day course is **R8,500** per delegate online, **R19,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 1,325** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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