



PROJECT AND CONTRACT MANAGEMENT

Contract Drafting and Writing Scope of Work

5 day course

Classroom, online or in-house

Course overview

Most contract disputes trace back to wording that seemed clear when it was written, and most of that wording sits in the scope of work rather than the legal clauses. This course covers writing both. Delegates work through contract structure and the function of each part, drafting principles including precision, defined terms and the avoidance of ambiguity, and the clauses that carry the commercial risk. Scope of work receives detailed attention: describing deliverables, standards, acceptance criteria and interfaces so that performance is measurable. The course uses redrafting exercises on genuinely poor wording, and closes on reviewing a document somebody else drafted.

What you will learn

- Describe contract structure and the function of each part
- Draft with precision, defined terms and no ambiguity
- Draft the clauses that carry commercial risk
- Write a scope of work with measurable deliverables and standards
- Set acceptance criteria that can actually be applied
- Describe interfaces so responsibility gaps do not appear
- Review and improve a document drafted by somebody else

Who should attend

- Contract and procurement professionals
- Project managers issuing and receiving contracts
- Technical staff writing scopes of work
- Legal and commercial staff
- Contract administrators

Course outline

- 01 Where disputes actually come from
- 02 Contract structure and the function of each part
- 03 Drafting principles and defined terms
- 04 Risk carrying clauses
- 05 Writing a scope of work
- 06 Deliverables, standards and acceptance criteria
- 07 Interfaces and responsibility gaps
- 08 Reviewing another person's draft

Upcoming dates

Dates	Venue	Format	Fee per delegate
21 to 25 September 2026	Online	Online	R8,500
12 to 16 October 2026	Johannesburg, South Africa	Classroom	R19,950
4 to 8 January 2027	Nairobi, Kenya	Classroom	USD 1,325
18 to 22 January 2027	Dar es Salaam, Tanzania	Classroom	USD 1,325



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@afri-science.co.za, or WhatsApp us on **+27 63 479 1136**.

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