



PROJECT AND CONTRACT MANAGEMENT

Contract Management Principles and Practice

5 day course

Classroom, online or in-house

Course overview

A contract is signed by lawyers and lived with by everybody else, and most of the value is won or lost after signature rather than during negotiation. This course covers the after. Delegates work through the anatomy of a commercial contract and what each clause actually obliges, the obligation register that lets a party prove compliance two years later, and the administration of notices, records and correspondence to a standard that survives a dispute. Variations, claims and payment are covered as the everyday mechanics they are. The course closes on supplier performance management and on closing a contract out properly rather than letting it lapse.

What you will learn

- Read a commercial contract and identify what each clause obliges
- Build and maintain an obligation register
- Administer notices, records and correspondence to a defensible standard
- Manage variations and change without losing the original bargain
- Handle payment, certification and retention correctly
- Manage supplier performance against the contract
- Close a contract out rather than letting it lapse

Who should attend

- Contract managers and administrators
- Procurement and supply chain professionals
- Project managers and engineers
- Commercial and finance staff
- Anyone accountable for delivery under a contract

Course outline

- 01 What a contract obliges, and who actually lives with it
- 02 Anatomy of a commercial contract
- 03 The obligation register and proving compliance later
- 04 Notices, records and correspondence
- 05 Variations and change control
- 06 Payment, certification and retention
- 07 Supplier performance management
- 08 Close out and lessons learned

Upcoming dates

Dates	Venue	Format	Fee per delegate
7 to 11 December 2026	Online	Online	R8,500
4 to 8 January 2027	Kigali, Rwanda	Classroom	USD 1,325
8 to 12 March 2027	Lagos, Nigeria	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@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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