



PROJECT AND CONTRACT MANAGEMENT

Project Close Out, Handover and Benefits Realisation

3 day course

Classroom, online or in-house

Course overview

Close out is the phase teams are least available for and organisations most often skip, which is why final accounts drag, documentation is incomplete and nobody establishes whether the project delivered what it promised. This course covers finishing properly. Delegates work through completion, punch listing and the difference between practical and final completion, the final account and contract close out, and handover of documentation, spares and training to operations. Warranty and defects liability are covered. Benefits realisation follows: measuring against the business case rather than against the budget. The course closes on lessons learned that actually change the next project.

What you will learn

- Manage completion, punch listing and the completion definitions
- Settle a final account and close out contracts
- Hand over documentation, spares and training to operations
- Administer warranty and defects liability periods
- Measure benefits against the business case
- Release and redeploy the project team properly
- Capture lessons in a form that changes the next project

Who should attend

- Project and construction managers
- Contract administrators and quantity surveyors
- Operations and maintenance staff receiving handover
- PMO and governance staff
- Finance staff closing capital projects

Course outline

- 01 Why close out is skipped
- 02 Completion, punch lists and definitions
- 03 Final account and contract close out
- 04 Documentation and as built handover
- 05 Spares, training and operational readiness
- 06 Warranty and defects liability
- 07 Benefits realisation against the business case
- 08 Lessons that change behaviour

Upcoming dates

Dates	Venue	Format	Fee per delegate
7 to 9 December 2026	Online	Online	R6,500
8 to 10 February 2027	Maputo, Mozambique	Classroom	USD 995
29 to 31 March 2027	Kampala, Uganda	Classroom	USD 995

Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia,



Lesotho and Eswatini, and **USD 995** 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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