



PROJECT AND CONTRACT MANAGEMENT

Variation and Change Order Management

3 day course

Classroom, online or in-house

Course overview

Variations are where a project's cost and programme actually move, and they are frequently instructed informally, priced late and settled at the end when leverage has shifted. This course covers controlling them. Delegates work through what constitutes a variation under the contract, the authority to instruct one and the consequence of an instruction from somebody without it, and valuation rules including rates, star rates and cost. Time effect is covered separately from cost, since the two are commonly conflated. Record keeping and the substantiation a variation needs are addressed. The course closes on negotiating a settlement and on preventing scope creep disguised as clarification.

What you will learn

- Determine what constitutes a variation under the contract
- Identify who has authority to instruct and the effect of one who does not
- Value a variation using rates, star rates or cost as appropriate
- Assess time effect separately from cost effect
- Keep records that substantiate a variation claim
- Negotiate a settlement before leverage shifts
- Prevent scope creep disguised as clarification

Who should attend

- Contract administrators and quantity surveyors
- Project and construction managers
- Engineers issuing instructions on site
- Contractor commercial staff
- Finance staff assessing project cost movement

Course outline

- 01 Where project cost actually moves
- 02 What constitutes a variation
- 03 Authority to instruct
- 04 Valuation rules and rates
- 05 Star rates and cost based valuation
- 06 Time effect assessed separately
- 07 Records and substantiation
- 08 Settlement and preventing scope creep

Upcoming dates

Dates	Venue	Format	Fee per delegate
30 September to 2 October 2026	Pretoria, South Africa	Classroom	R14,950
28 to 30 December 2026	Lagos, Nigeria	Classroom	USD 995
4 to 6 January 2027	Johannesburg, South Africa	Classroom	R14,950
25 to 27 January 2027	Online	Online	R6,500



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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