

PROJECT MANAGEMENT FUNDAMENTALS 3 Days

Virtual | Blended | Online | Classroom

(Credits gained towards Further Education and Training Certificate: Project Management, NQF 4)

1. UNIT STANDARDS

Explain the fundamentals of project management

Unit Standard: 120372
NQF Level: 4
Credits: 5

Contribute to project initiation, scope definition and scope change control

Unit Standard: 120373
NQF Level: 4
Credits: 9

Contribute to the management of project risk within own field of expertise

Unit Standard: 120374
NQF Level: 4
Credits: 5

Develop a simple schedule to facilitate effective project execution

Unit Standard: 120384
NQF Level: 4
Credits: 8

Participate in the estimation and preparation of a cost budget for a project or sub- project and monitor and control actual cost against budget

Unit Standard: 120375
NQF Level: 4
Credits: 6

2. PROGRAMME OVERVIEW

Every business needs to get things done in order to reach its goals. While tasks are, in effect, the “things that need doing,” they can easily devolve into counterproductive busywork that don’t achieve much. This is why most businesses organize tasks, and the team members responsible for completing them, into projects.

The **Project Management Fundamentals** course introduces delegates with project management concepts and terminology. They learn to analyse problems, involve stakeholders, and develop clear objectives to co-ordinate a team in service of a business goal. Delegates work through the phases a of project’s life cycle: analysis, planning, implementation, monitoring and control, while being taught how to use tools and techniques that help keep projects on track, on time, and on budget.

Growing People...Building Talent...Creating Leaders

Accreditation and Certifications

*Microsoft, CompTIA, Certiport, Pearson Vue, CertNexus, ICDL, IMM,
MICT, MerSeta, BankSeta, ICB (Fasset), W&R, ETDP, Services Seta, LGSeta & Growing...*

3. LEARNING OUTCOMES

At the end of the **Project Management Fundamentals** course, delegates will be able to:

- Explain the nature a project and application of project management.
- Explain the types of structures that are found in a project environment.
- Explain the major processes and activities required to manage a project
- Contribute to the identification and co-ordination of stakeholders, their roles, needs and expectations.
- Contribute to the identification, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables.
- Contribute to preparing and producing inputs to be used for further planning activities.
- Contribute to monitoring the achievement of the project's scope.
- Identify, monitor and control potential risks that could affect project performance.
- Contribute to the development of risk management statements and plans.
- Identify, explain and describe the purpose and process of scheduling project activities.
- Define and gather project activities from technical experts and within own field expertise.
- Develop a simple schedule for a project or part thereof.
- Identify elements and resources to be costed through interpreting the project scope statement, work breakdown structure and other project data.
- Participate in the preparation and production of a cost budget.
- Contribute to the monitoring and controlling of cost budget performance by maintaining records and communicating.

4. TARGET AUDIENCE

This programme is suitable for a wide range of audiences, including those who have had prior work experience in project management without receiving any formal training in the field. Target groups include: managers in all sectors, team leaders, event managers and coordinators, planning department staff, personal assistants, government and municipal employees and officials..... in fact any individual who is asked to manage a group of people and is held accountable for the achievement of a specific objective.

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5. PROGRAMME OUTLINE

Module 1: Introduction to project management	Module 2: Project initiation
The nature of a project Project Management Project Structures The Project Team Stakeholder roles, needs and expectations Processes, Activities and the Project Life Cycle	Project objectives The Project Initiation Document Setting priorities
Module 3: Risk management and change control	Module 4: The project schedule
Identifying potential risks Evaluating Risk Monitoring and Controlling Risk Controlling Change	Identifying project activities: the Work Breakdown Structure Sequencing Project Activities: Project Logic Diagrams Allocating Resources Critical Path Analysis Developing the Project Schedule Allocating Tasks The Action Plan
Module 5: The project budget	Module 6: Project monitoring and control
Identifying elements and resources to be costed Developing the budget	The Importance of Monitoring and Control Tailoring activities and variables Standard Project Monitoring Processes Non-performance and follow-up action

6. TRAINING METHODOLOGY

All training interventions can be facilitated Virtually via Online, Customised Blended, Virtual Instructor Led and Face to Face.

The programme is designed to run at a high level of participation and interaction, and delegates are involved in role-plays, rating exercises and case studies. Where available video clips are used for understanding and integration. The group leader ensures that delegates receive the direction and support they need to meet the demands which the workshop makes for clear thinking and for demonstrating the practical application of principles discussed.

Upon course completion, a report will be provided with the facilitator's feedback on the delegate's performance which identifies areas for further development.

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7. THE NEXT STEP

On successful completion of a formal Portfolio of Evidence (PoE) credits are gained towards the following qualification:

Further Education and Training Certificate: Project Management, NQF 4

You might also be interested in the following courses. Click on the course name to learn more, or get in touch directly on 010 612 0679 and info@tlo.co.za

Business & Report Writing

Time, Priority and Stress Management

Performance Management

Finance for Non-Financial Managers

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