EXPLAINING FUNDAMENTALS OF PROJECT MAGAMENT

NQF LEVEL 4

COURSE OUTLINE

BOOK NOW!

THIS SKILLS PROGRAMME PROVIDES THE LEARNER WITH THE KNOWLEDGE, SKILLS, ATTITUDES AND VALUES TO UNDERSTAND PROJECT PROCESSES, PROJECT SCOPE MANAGEMENT AND HOW TO SUPERVISE A PROJECT TEAM.

COURSE OBJECTIVES

All employees in an organisation may at times work with projects. This may bring your organisation into contact with consultants, project teams and project managers. Whilst you may not manage specific projects, it is important that you understand both the technical and managerial aspects of project management. This will ensure that you and your organisation can make an informed contribution to the projects and can monitor implementation and outcomes.

Project management requires special knowledge and skills. Many projects are cancelled before they are completed. Many are completed late and cost well over their original estimates. And, of the rare few which are completed, on-time and within budget, many do not meet the needs of the project stakeholders. It is essential that effective project managers develop the organisational and interpersonal skills needed to manage a project from the strategic stage through to completion.

EXPLAIN FUNDAMENTALS OF PROJECT MANAGEMENT: NQF LEVEL 4

Delegates will be enabled to place their experience within a framework of tools and best practices that are aligned to the knowledge areas of PMBOK. The course will challenge delegates to become aware of the strengths of their current practices and examine how they can deepen their knowledge of and skills in using project management methodology and tools. The course also equips learners to deal with medium to large projects across different sectors (private, government or NGO). The facilitator will get delegates to focus on an actual project that are currently working on or will be working on in the near future and apply the tools and methodology to that project. Each person will be expected to produce and present a scope statement, Gantt Chart, stakeholder management plan, and budget and risk plan to the rest of the group.

COURSE OUTCOMES

Upon completing this course, participants should be able to:

- Plan, organise and document a project.
- Use appropriate tools, techniques and documents to plan effectively and minimise risk.
- Understand team dynamics and how to handle different team members on their project team, how to supervise and support a team and project activities.
- Explain project management fundamentals, principles, tools and techniques and how to apply them.
- How to compile a simple schedule to evaluate progress made and to implement improvements if and when necessary.
- The importance of team meetings and how to schedule them.
- The importance of effective communication within the project team.

COURSE CONTENT

Module 1: The Nature of a Project
- Project characteristics
- Project vs. non-project work
- A project's life cycle
- The importance of projects
- Types of projects
- Analysing and applying the correct procedure

Module 2: The Application of Project Management
- Project management defined
- The major project management process
- Project management vs. general management
- Project management process vs. technical process
- Members and managers: Job descriptions

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FIVE OR MORE DELEGATES CAN BE BOOKED FOR INHOUSE

COURSE OUTLINE

COURSE CONTENT

Module 3: Types of Structures
- Organisational structures
- Project organisation structure
- functions of the Project manager
- Objectives and Programme Management
- The Project Board
- Accountability
- The purpose of decomposing a project
- The WBS
- Creating a WBS with milestones
- Estimating cost and developing budgets

Module 4: Organisational Structures
- Roles and responsibilities of the Project Sponsor and the Steering Committee
- Stakeholder assessment and mapping

Module 5: Major Processes and Activities
- Twenty key Project Manager actions and result
- Scope change controls
- Risk management
- Project quality management
- Communication management
- Planning and managing a schedule
- Financial planning and resource planning
- Procurement management
- Planning and control
- Project management failure: Reasons

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