

Project Management: Introduction

The project management training programme will give participants basic knowledge and skills in project management and enable participants to manage projects at their workplace.

The primary purpose of the training programme is to provide learners with:

- A foundation of basic project management skills which can be used to build further project management related competencies
- Competence to be an effective project team member
- Competence to execute small, simple projects
- Competence to provide assistance to project managers



COURSE DURATION: 3 DAYS



About the course

SETQAA Accreditation - Services SETA - Decision
Number 2072
NQF Level: 4
Credits: 7

Target Audience

The target audience would typically consist of project managers and supervisors, senior and middle managers, supervisors, business owners or any person interested in knowledge and skills in the area of project management.

Training Methodology

The methodology is based on interactive learning ie: learners will learn by doing. Furthermore, learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace.

As with all Quintica training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

Course Outline

This 3 day course will cover the following modules:

Module 1: Introduction to the management of workplace projects:

- Understanding the concept of project management
- Introduction to project management systems
- Alignment of projects with organisational strategy
- Creating a central project portfolio

Module 2: Development of a project plan:

- Defining the project scope
- Establishing project priorities
- Creating work breakdown
- Integrating the WBS with the organisation
- Coding the WBS for the information system
- Process breakdown structure
- Responsibility matrixes

Module 3: Estimating project times and cost:

- Factors influencing the quality of estimates
- Macro vs. micro estimating
- Estimating project times and cost

- Developing budgets and Types of costs
- Guidelines for times, cost and resources
- Refining estimates and contingency costs

Module 4: Implementation and management of a project plan:

- Developing a project network
- Start and finish network computations
- Level of detail for activities
- Practical considerations

Module 5: Understanding and controlling the project life cycle:

- Definition stage and Learning stage
- Execution stage and Delivery stage

Module 6: Monitoring, evaluating and communicating project schedules:

- Project constrains and Resource constrains
- Classification of a scheduling problem
- Resource allocation methods
- Assigning project work
- Multi-project resource schedules

Module 7: Managing Risk:

- Risk management process
- Risk identification and assessment
- Risk response development
- Contingency planning and funding
- Risk response control
- Change control management

Module 8: Reducing Project Duration:

- Rationale for reducing project duration
- Constructing a project-cost duration graph
- Options for accelerating project completion

Module 9: Project Audit and Closure:

- Project audits and the project audit process
- Project closure and evaluations

Bookings and Enquiries

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