

Programme in Project Management

General Overview

Although change occurs continuously in the world and in our lives it is rarely dealt with effectively in organisations. Usually change is approached as a series of steps; a ladder of change. Project management competency is a highly effective management tool to correct this; to ensure that all services and products are delivered on time, and within specifications and budget, to the satisfaction of the client. Increasingly, it is an application perceived by many organisations to be an answer to complex delivery systems and processes. Project Management is a methodology and a discipline which can bring significant benefits to organisations by:

- Ensuring limited resources are used effectively.
- Harnessing the energy of staff in achieving beneficial change.
- Managing complex changes in an organised way.
- Defining goals and key success areas, setting quality objectives and assessing risks.

Because most projects involve new ideas and learning, project management has evolved as a discipline to manage the new and unusual. Its objective is to:

- Define the project.
- Reduce it to a set of manageable tasks.
- Obtain appropriate and necessary resources.
- Build a team or teams to perform the work.
- Plan the work and allocate the resources to the tasks.
- Monitor and control the work.
- Report progress to senior management and/or the project sponsor.
- Close down the project when completed.
- Review it to ensure the lessons are learnt and widely understood.

It is this structured approach that makes project management the best method for change management.

Is Project Management relevant to you?

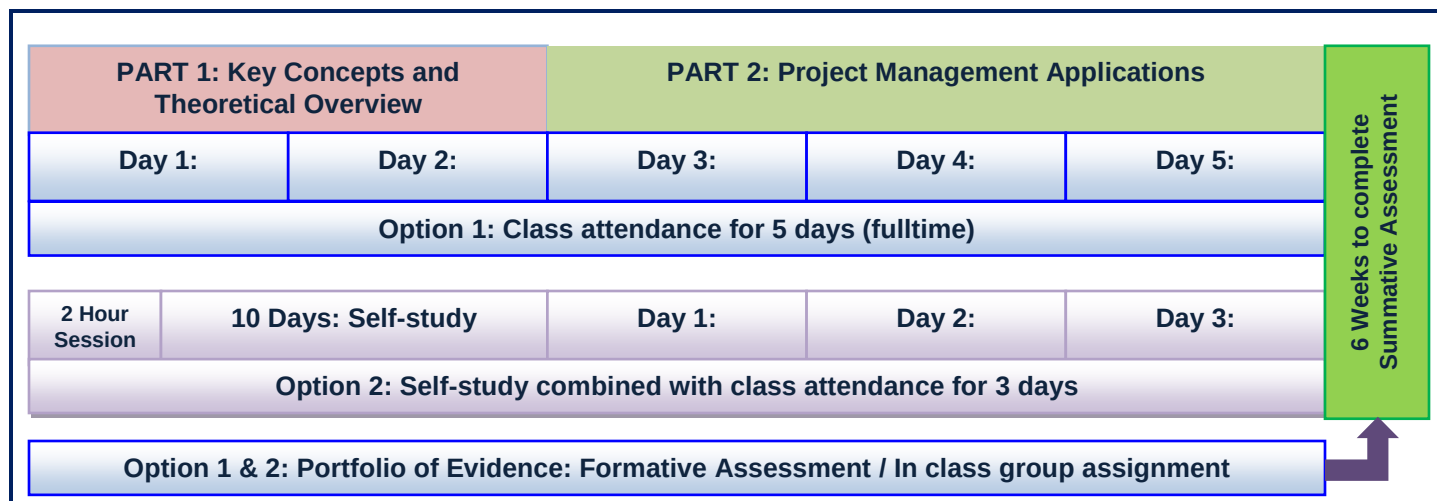
If you have been given a specific work assignment or task to complete then you should consider using the principles of project management if it has the following features:

- A defined goal.
- Time, cost and quality (or functionality) constraints.
- Requires expertise and support from other functions.
- Involves a unique (to you or the organisation) scope of work.

Using a project team approach will help you to achieve the beneficial gain in a structured, controlled and cost effective way. This programme is suitable for managers or other persons who wish to improve their project management competencies in any industry, and it serves to support and advance the functioning of individuals in this role. Delegates attending this programme will be exposed to the fundamental concepts and practices in the field of project management.

Programme Layout and Content

The programme design dictates a modular delivery approach, dealing with two distinctive parts. Part 1 deals with key concepts and provides a theoretical overview of the project environment, project fundamentals, project organising, structural arrangements and key roles in projects. Part 2 provides for project management applications in a very practical way and deal with project processes and techniques, project start-up, project definition, project planning, project launch, project execution, project closure.



Qualification Details and Accreditation Information

The programme in Project Management was developed and is implemented in partnership with SIMS Khula, a registered Further Education and Training (FET) College accredited by the Services SETA. This is a skills programme within the FET National Certificate: Project Management and is a NQF registered qualification, No. 50080 - Level 4, and is based on the outcomes of the following Unit Standards 120385, 120373, 120384, 120372, 120387 with a total of 33 Credits.

Certification

After successful completion of the programme (Portfolio of Evidence) candidates will receive a SIMS Khula Certificate accredited by the Services SETA.

Facilitation Plan

This is a five (5) day programme, Monday to Friday 08:00 – 17:00 (option 1), however, a second option provides for a 2 hour induction session followed by 10 days of self-study (part 1) and then 3 days compulsory class attendance (part 2). Delegates opting for option 2 will write an “entrance” examination before they can proceed with part 2 (3 day session).

Assessment plan and information

For successful completion candidates must complete a post class summative Portfolio of Evidence (within six weeks after training) that is related to a work based project plan. In classroom formative assessments form the basis for the summative assessment.

Programme Costs

R4 950 pp (Excl VAT).

Training Venue

Based on client arrangements and requirements.