



PROJECT MANAGEMENT FUNDAMENTALS (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Explain Fundamentals of Project Management
Unit Standard ID:	120372
NQF Level:	4
Credit Value:	5

INTRODUCTION

All employees in an organisation may at times work with projects. This may bring you 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.

Upon completion of this course you will be able to start operating in a project environment by understanding the terminology used in a project management environment. You'll also be able to interpret and explain the fundamental concepts of project management.

REFERENCES

“This course was very fruitful and provided more insight and preparation for future projects” ~ C.M. Ndaba (SAPS)

“The facilitator was very informative, group discussions were informative. Excellent information received from the trainer, made us comfortable. The course was enjoyable.” ~ Christine Bredenkamp (Grand Gaming)

“I was very impressed with the facilitator. She made the project management course interesting. You could see her knowledge and experience translate into real world examples. I am so glad I attended!” ~ Shane Tregoning (Dell)

WHAT THIS COURSE CAN DO FOR YOU...

- To understand the nature of a project
- To adapt to the differing nature and to utilize application of project management
- Understanding of types of structures involved within a project environment
- The application of organisation structures
- Understanding and applying roles and responsibilities of Project Sponsors, Project Managers, Project Members and stakeholders
- An in depth understanding of all major processes and activities within project management
- To be competent to start operating in a project environment by understanding the terminology used in a Project Management environment.
- To be able to interpret and explain the fundamental concepts of project management
- Create and sustain focused and motivated teams
- Solve problems, identify solutions and apply corrective action steps
- Effective communication, working successfully with the project team
- How to successfully complete the project by risk management and control procedures.

TARGET AUDIENCE

Persons that will find benefit of this course:

- You are running your own business
- You are working in or towards a project management environment
- You recognise that project management forms an integral component of a business
- The workshop will benefit anyone involved in project management teams or involved in building small project management teams. These projects may be technical projects, business projects or developmental projects across a range of economic sectors.

COURSE CONTENT

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

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

Types of Structures

- Organisational structures
- Project organisation structure
- Project manager functions
- 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

Organisational Structures

- Roles and responsibilities of the Project Sponsor and the Steering Committee
- Stakeholder assessment and mapping

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

Applying newly acquired skills in the workplace

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through ‘doing’ where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff’s excellent performance to peak performance.

For further details contact:

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