



## **PROJECT MANAGEMENT FUNDAMENTALS (2 DAYS)**

### **THIS COURSE IS ALIGNED TO UNIT STANDARD:**

Title:	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.”***

***“The facilitator was very informative, group discussions were informative. Excellent information received from the trainer, made us comfortable. The course was enjoyable.”***

***“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!”***

## WHAT THIS COURSE CAN DO FOR YOU...

- Understanding the nature of a project
- Defining project management
- Clarifying roles of the project team members, project manager and stakeholders
- Identifying structures in a project environment
- Unpacking programme and project hierarchies
- Working with work, product and cost breakdowns
- Applying organization structures in a project environment
- Identifying key processes and activities in managing a project
- Planning and controlling projects

## 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

- The characteristics of a project
- The differences between project and non-project work
- The reasons for undertaking projects
- A range of types of projects and their complexity
- The basic project life cycle

### The Nature of Project Management

- Define project management
- The differences between project management and general management
- Relationship between project management processes and technical (end product related) processes
- Role of the project team member and the project manager
- Stakeholders, roles and responsibilities

### Structures in the Project Environment

- Reasons for defining structures for a project
- Programme and project hierarchies
- Structure for work, product and cost breakdown

## Application of Organisation Structures in a Project Environment

- Basic differences between a functional and matrix organisation structure

## Project Management Processes and Activities

- Key processes and activities that take place to manage a project from beginning to end
- Reasons for planning and controlling a project and consequences of not planning and controlling

## 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                  | ▪ Demonstrations            |
| ▪ Break-away sessions         | ▪ Questionnaires            |
| ▪ Relevant business exercises | ▪ Discussion activities and |
| ▪ Presentation                | ▪ 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.

## **On-Line Knowledge Hub**

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



## **OUR COMMITMENT TO YOU ...**

### ***Kwelanga Training's Commitment***

***To develop and inspire each individual to be the best that they can be.  
To assist clients in the transfer of skills and positive behaviour change.***

For more information contact us on:

Email: [info@kwelangatraining.co.za](mailto:info@kwelangatraining.co.za)

Johannesburg: +27 11 704 0720

Cape Town: +27 21 683 4084

Durban: +27 31 266 2808

Website: [www.kwelangatraining.co.za](http://www.kwelangatraining.co.za)