

Skills Programme 1: Structuring & Starting Your Project

This three-day skills programme contributes 14 credits towards the Further Education and Training Certificate: Project Management at NQF Level 4.



The Skills Programme No. 1 (SP1) can also be held in-house at client venues throughout South Africa for a minimum of 10 learners on dates to suit the learners.

This programme includes guidance in preparing a Portfolio of Evidence and summative assessment of the learner's competence. A Certificate of Competence is awarded on successful completion.

SP1 can be followed up with SP2 to SP6 which covers all the other core unit standards required for this qualification

ProjectPro Management Services is an accredited training provider with SAQA / Services Seta (097/04/02/03), Project Management South Africa and the Association of SA Quantity Surveyors.

At the end of this skills programme the qualifying learner will be capable of:

- * Explaining the nature of a project
- * Explaining the nature and application of project management
- * Explaining the types of structures that are found in a project environment
- * Explaining the application of organisation structures in a project environment
- * Explaining the major processes and activities required to manage a project
- * Contributing to the identification and co-ordination of stakeholders, their roles, needs and expectations
- * Contributing to the identification, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables
- * Contributing to preparing and producing inputs to be used for further planning activities



Skills Programme 1 "Structuring and Starting Your Project" includes summative assessments of the following two unit standards and nine specific outcomes:

SAQA ID 120372: Explain fundamentals of project management

- Specific outcome 1: Explain the nature of a project
- Specific outcome 2: Explain the nature and application of project management
- Specific outcome 3: Explain the types of structures that are found in a project environment
- Specific outcome 4: Explain the application of organisation structures in a project environment
- Specific outcome 5: Explain the major processes and activities required to manage a project

SAQA ID 120373: Contribute to project initiation, scope definition and scope change control

- Specific outcome 1: Contribute to the identification and co-ordination of stakeholders, their roles, needs and expectations
- Specific outcome 2: Contribute to the identification, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables
- Specific outcome 3: Contribute to preparing and producing inputs to be used for further planning activities
- Specific outcome 4: Contribute to the monitoring of the achievement of the project's scope

Who should attend?

This programme is ideal for project managers on simple projects, project co-ordinators, project administrators and project expeditors. New entrants to the work or project management environments will benefit from this programme, as will project management personnel who have never had any formal training, as well as learners from other professions who have identified a need to apply project management methods to their work or environment.

2010 Workshop Dates:

See latest course training schedule

Venue: Gauteng

Saint George Hotel, Midrand, Gauteng.

Other venues and dates: Courses throughout Southern Africa can be arranged on sufficient demand (minimum 10 delegates)

Fees per Learner:

Course held at ProjectPro venue: = R7 950.00 incl. VAT*

(Includes 3-days of facilitation, individual and group work, summative assessment, programme materials, lunches, teas, and VAT).

* Discount of 10% is offered for third and subsequent candidates on the same workshop and on one invoice.

The full fee is payable one week prior to commencement date. Cancellations/postponements less than two weeks prior to commencement date cannot be made, however substitutions may be made at any stage.

NB. Prices and dates may change, so please enquire before registering, or making final travel and accommodation arrangements

Name _____	
Company _____	
Address _____	
Address _____	
Order Number _____	Management Approval (Please sign and print name) _____
Mobile no. _____	Telephone no. _____
Email address _____	Fax no. _____
Course Date _____	R _____ Registration fee enclosed



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