



## Project Management Demystified

### Course Overview

This two-day introduction to project management is available for general public attendance or as an in-house course dedicated to learners from one client. Dedicated courses can be customised in both duration and content to suit client preferences. Specific Outcomes are assessed during the course to measure the learning achieved and contributes formative credits towards the Further Education and Training Certificate in Project Management at NQF Level 4.

### Target Audience

New entrants to the work or project management environments will benefit from this course, as will work experienced learners who require a coherent overview of the discipline and the ability to immediately put into practise what has been learned. The course is not industry specific (although it can be customised to be so) and will therefore suit learners from all sectors.

### Course Objectives

Project Management Demystified is NQF aligned at level 4. It will give learners a clear understanding of the Project Management Body of Knowledge (PMBOK® Guide) 6<sup>th</sup> Edition. The primary objectives of the course 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 a project manager on larger projects
- \* An understanding of how to put into practice the essential tools and techniques of project management
- \* A sound grounding for progression to higher-level project management career path development.

## Accredited Project Management Training



### Learning Outcomes

Learners are introduced to the knowledge areas and processes of a project. The course covers:

- \* The nature of projects and history of project management
- \* Planning and executing projects in a sequential step-by-step manner
- \* The Project Hall of Fame – lessons learnt from successes and disasters
- \* The competencies of a successful project manager
- \* The role of the Project Management Plan
- \* Understand Project Management Process Groups, write a scope statement, understand activity relationships, compile a dependency table and construct a network, barchart and cashflow curve.
- \* Project processes, life cycles, phases, Responsibility Assignment Matrix
- \* Project planning exercises: the Redecorating Project and the Kruger Millions Project
- \* Team assignments: Develop a Work Breakdown Structure (WBS) and do a Risk Analysis
- \* A guided tour through the latest PM software incl. Microsoft Project, Precedence Networking, Critical Path Analysis
- \* Video case studies in planning and execution. Injaka Bridge collapse case study assignment.
- \* Quality principles and trade-offs
- \* Overview of Contract Law
- \* Project Close-out, lessons learnt, continuous improvement, dimensions of project success
- \* Formative knowledge assessment.

Learners will receive a course manual, a copy of the ProjectPro Project Management Guideline, free subscription to ProjectPro e-News, e-Library and a ProjectPro certificate of achievement. Lunch & refreshments are included.

## Registration Form (you may register from [www.projectpro.co.za](http://www.projectpro.co.za))

**2018 Workshop Dates:**  
25–26 June 2018  
16–17 August 2018

**Venue: Gauteng**  
Centurion Lake Hotel, Centurion.

**Cape Town Dates:**  
On Demand

**Durban Dates:**  
On Demand

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

**Course fee held at ProjectPro venue: = R 9 054 incl. VAT\* per delegate**

(Includes 2-day course, lunches, teas, course manual, worksheets, PM Guideline, Knowledge Assessment 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. Cancellations/postponements must be made in writing

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



Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Order Number \_\_\_\_\_ Management Approval (Please sign and print name) \_\_\_\_\_

Mobile no. \_\_\_\_\_ Telephone no. \_\_\_\_\_

Email address \_\_\_\_\_ Fax no. \_\_\_\_\_  
R \_\_\_\_\_

Course Date \_\_\_\_\_ Registration fee enclosed \_\_\_\_\_



**ProjectPro Management Services**  
P.O. Box 25430, Monument Park, 0105  
Phone: +27 (0)12 346 6674  
Fax: 086 656 9736  
E-mail: [training@projectpro.co.za](mailto:training@projectpro.co.za)