



## PROJECT MANAGEMENT DEMYSTIFIED (PMD)



### 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.

### WHO SHOULD ATTEND?

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 practice 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.

### ACCREDITATION

ProjectPro is an accredited training provider with the Services Seta (SETA) no.097, a Registered Education Provider (REP) no. 3618 with the Project Management Institute (PMI)<sup>®</sup> and Project Management South Africa (PMSA) no. 0027

### BENEFITS

Project Management Demystified will give learners a clear understanding of the Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide). 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; to be an effective project team member; to execute small, simple projects; 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; and a sound grounding for progression to higher-level project management career path development.



## WHY OUR COURSE?

ProjectPro aim to promote excellence in project management through providing high quality services and accredited training and assessment, to the standards and global project management best practices of:

- ◆ South African Qualifications Authority (SAQA)
- ◆ International Organisation for Standardisation (ISO)
- ◆ Project Management Institute (PMI)

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 structure and 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
- ◆ 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

## JOIN US ON THE UPCOMING COURSE

Date: 21–22 January 2020  
9–10 March 2020

Venue: Centurion Lake Hotel, Gauteng



# COURSE PROGRAMME



**Project  
Management  
Demystified**



**PM** Project  
Management  
Institute.



## DAY 1

- ◆ Introduction to Project Management
- ◆ Project Manager Profile
- ◆ Responsibility and Accountability
- ◆ The Project Management Body of Knowledge
- ◆ Project Organisation Structures
- ◆ The nature of a project
- ◆ PM Definitions
- ◆ Program and Portfolio Management
- ◆ Product and Project Life Cycles
- ◆ Life Cycle Costing
- ◆ Project Phases
- ◆ Project Process Group exercise
- ◆ Project kick-off workshop
- ◆ Scope Management
- ◆ SMART objectives
- ◆ Scope, time, cost, quality trade-offs
- ◆ Work Breakdown Structure

## DAY 2

- ◆ Schedule Management
- ◆ Project Network Diagrams
- ◆ Compressing the Project Schedule
- ◆ Cost Management
- ◆ Quality Management
- ◆ Communication Management
- ◆ Project reporting and meetings
- ◆ Resource Management
- ◆ Responsibility Assignment Matrix
- ◆ Risk Management Process and SWOT Analysis
- ◆ Procurement Management
- ◆ Make-or-Buy (outsourcing) decision
- ◆ Identifying Stakeholders and Stakeholder Engagement
- ◆ Integration Management
- ◆ How is project success measured?
- ◆ Project close-out

## ADDITIONAL COURSES



**Seize The Day!  
Time Management**



**The ProjectFlow**



**Construction  
Project  
Management**



**Engineering  
& Construction  
Project  
Management**



**Project  
Management  
Professional  
(PMP)**



**Program  
Management  
Professional  
(PgMP)**



**Risk  
Management  
Professional  
(PMI-RMP)**



**Earned  
Value  
Management  
(EVM)**

# PROJECT MANAGEMENT DEMYSTIFIED (PMD)

Tel: +27 12 346 6674

Email: [training@projectpro.co.za](mailto:training@projectpro.co.za)

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

## Registration Form

Please complete this form and email to : [training@projectpro.co.za](mailto:training@projectpro.co.za)

**2020 Workshop Gauteng Dates:**

**Venue:** Centurion Lake Hotel

**Course Fee\*** R9 054 VAT incl.

21–22 January 2020

9–10 March 2020

**Cape Town**

On demand

### Other venues and dates:

**Workshops throughout Southern Africa can be arranged on sufficient demand (minimum 8 delegates)**

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

### AUTHORISATION

APPROVED BY:

POSITION:

COMPANY VAT NUMBER:

ORDER NUMBER:

COMPANY

POSTAL ADDRESS:

TELEPHONE:

FAX:

MOBILE NUMBER:

EMAIL:

SIGNATURE:

DATE:

### DELEGATE DETAILS

TITLE	FULL NAMES	DESIGNATION	EMAIL	MOBILE

#### TERMS AND CONDITIONS

Upon receipt of registration form an invoice will be issued. Payment should be made within five days from receipt of invoice. Alternatively an official purchase order should be received prior to commencement date.

**CANCELLATIONS:** 30 days prior to the course, 75% of the registration fee is refundable, 14 to 7 days prior to the course, 50% is refundable. Within 6 days of the course and NO SHOWS, NO REFUNDS.

**SUBSTITUTIONS:** Delegates can be substituted at any time at no extra cost. Please inform us of the new Name (s) for registration purposes.

Due to unforeseen circumstances we reserve the right to change the dates and venue. Notification will be made not less than 5 working days, so please enquire before making final travel and accommodation arrangements

#### PAYMENT TERMS:

Electronic Transfer or Direct Deposit into our bank Account, validated by emailed POP Slip.

#### BANKING DETAILS:

ProjectPro Management Services (Pty) Ltd  
FNB Brooklyn Branch  
Account no.: 62328882619  
Branch code: 251345



#### \*PLEASE NOTE:

Payment is required in full 5 days from date of invoice.