

PROJECT MANAGEMENT ESSENTIALS

US 120372 / NQF Level 4 / 5 Credits

Organisations that take a formal project approach to achieving their objectives are proven to be more successful in achieving their strategy. Identifying projects and taking a professional, purposeful and structured approach to their management leads to less wasted effort and finances as organisations strive to grow and succeed. This course presents you with the core thinking, techniques and tools as outlined by the Project Management Institute's (PMI) industry standard as practised by professional project managers. It will demystify and unlock the power of using project management appropriately to enhance project success.

WHO SHOULD ATTEND

- Learners accessing this qualification will have demonstrated competence in computer literacy, numeracy, literacy and communications at NQF Level 4 or equivalent
- Project Team leaders or Team members, who have limited or no experience in managing projects, and who wish to gain a good understanding of the fundamentals of good project management.
- People with some experience who wish to refresh their exposure to the discipline of Project Management

HOW YOU WILL BENEFIT

By the end of this course you will be able to:

- Utilise a structured project approach to plan and manage work initiatives for greater success.
- Define what is meant by a project and how it differs from normal management tasks
- Set clear and realistic objectives for a project and understand the stages of the project life cycle
- Appreciate the range of techniques and tools used in planning, organising and controlling projects and be able to select appropriate methods to suit the size and type of project being managed
- Understand how different Project Management software applications can help you to plan and track projects.
- Plan for effective communications
- Gain and maintain the support and commitment of others and clearly identify the role of project team members
- Monitor, control and adjust a project effectively and create a true picture of the progress achieved
- Review and learn from strengths and weaknesses identified on completion of a project
- All learners will receive a set of template documents to assist them with future projects – Project Charter, Kick Off Presentation, Change Control, Risk Management Action Plan, Skills Matrix, and Project Closing Checklist

Two-day course 08:30 -16:00

Tel: (031) 267 1229

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WHAT WILL BE COVERED

Project Definition and Life Cycle

- What is a project?
- What is project management?
- How does traditional Project Management differ from Agile Project Management?
- Phases of the Project Life Cycle
- Identifying project goals and key decision points
- The project management system – procedures and documentation

Initiating a Project using the Project Charter

- Defining and clarifying project objectives, scope and constraints
- Stakeholder identification and management

Project Planning - Understanding the Principles

- Planning tools and methods
 - Work, product and cost breakdown structure
 - Critical path management, including buffers and slack time
 - Scheduling using Gantt charts - communicating the plan
 - Strategies for establishing the true project costs (budget)
- Risk management and assessment during the lifetime of the project
- Practical use of Project Management software to help plan and track Project Communication
- Maintaining communication throughout the project

Project Monitoring and Control

- The critical management of the Triple Constraints – Time, Cost and Scope
- Responding to problems and changes
- Progress tracking, reporting and assessment

Project Closure

- Closing the project well

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PROJECT MANAGEMENT ESSENTIALS COURSE STRUCTURE	
MODULES	CONTENTS
Introduction	What is a Project
	What is Project Management
	Related Endeavours
Project Management Processes	Project Processes
The Project Management Context	Project Phases and a Project Life Cycle
	Phase 1: Project Initiation
	Phase 2: Project Planning
	Phase 3: Project Execution and Control
	Phase 4: Project Closure
	Characteristics of a Project Life Cycle
	Organisational Influences and Structure
The Project Manager And The Team	Characteristics of a good Project Management Team Member
	Key Project Management Skills
Gantt Charts	Gantt Charts Examined and Explained

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