

PROJECT MANAGEMENT ESSENTIALS

US 120372 / NQF Level 4 / Non-Credit Bearing

Organisations that take a formal projects approach to achieving their objectives are proven to be more successful in achieving their strategy. Organising work into projects where possible and taking a purposeful and structured approach to the management of projects leads to less wasted effort and finances as organisations strive to grow and succeed.

WHO SHOULD ATTEND

- Learners accessing this qualification will have demonstrated competence in computer literacy, numeracy, literacy and communications at NQF Level 4 or equivalent
- People in organisations who recognise that taking a projects approach to achieving strategy and work leads to greater success.
- Project Team leaders or Team members, who have limited 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 projects 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
- Identify and interview Stakeholders
- Influence others positively and negotiate satisfactory outcomes to problems
- 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 Project Management applications can help you to plan and track projects. We capture a project onto a cloud based Project Management application and examine the Gantt Chart, and Critical Path.
- 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 progress achieved
- Review and learn from strengths and weaknesses identified on completion of a project
- All learners will receive a set of template documents – Project Charter, Kick Off Presentation, Change Control, Risk Management Action Plan, Skills Matrix, and Project Closing Checklist

WHAT WILL BE COVERED

Project Definition and Life Cycle

- What is a project?
- Phases of the Life Cycle
- Stakeholder identification and interview

Two Day Course
8:30am – 4:00pm

Refreshments and a light, finger lunch will be served at our public course
sales@kznbtcc.co.za or (031) 267 1229 for bookings and further information

- Identifying project goals and key decision points
- Project organisational structures
- The project management system – procedures and documentation
- Defining and clarifying project objectives, scope and constraints
- Defining strategic fit and gaining agreement with key project roles

Project Planning - Understanding the Principles

- Planning tools and methods
 - Work, product and cost breakdown structure
 - Critical path and slack time
 - Gantt charts - communicating the plan
- Identifying areas of risk and contingency planning
- Risk management and assessment during the lifetime of the project
- Practical use of Project Management software to help to plan and track Project Communication
- Maintaining communication throughout the project
- Achieving buy-in and commitment from all project participants and benefactors
- Keeping people informed - using communication to keep the project visible and alive

Project Leadership and Team Working

- Building effective project teams
- Agreeing ways of working - overcoming cultural differences
- The demands of virtual teams
- Keeping abreast of project progress
- Agile project management for – scrums as an effective management approach
- The roles and responsibilities of the Sponsor, Project manager and Team members in working together for project success

Project Monitoring and Control

- Accurate capture of progress to date
- The critical management of the Triple Constraints – Time, Cost and Scope
- Responding to problems and changes
- Progress reporting and assessment
- Methods of monitoring and controlling a project
- Using review meetings and progress reports

Post Launch Review / Learning's

- Project completion and launch of the project
- Project performance – capturing and sharing the lessons learned
- Celebrating project success with all involved

PTO For Table of Contents

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COURSE STRUCTURE

MODULE	CONTENT
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
	Organisational 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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