

PROJECT MANAGEMENT FUNDAMENTALS COURSE

OVERVIEW

This project management course is designed for delegates requiring an introduction to project management. It provides the theory students will need to manage projects or participate on project teams. This course presents methods and techniques that Project Managers can use to effectively initiate, plan, control and report on their projects.

It provides techniques, tips and real-life examples to handle all aspects of the project life cycle, regardless of the size and nature of the project.

Our project management course materials are based on industry best practices from ISO standards, and the Project Management Institute's PMBOK® (Project Management Body of Knowledge).

TARGET AUDIENCE

This project management course will benefit all those involved in projects, including:

- Project team members
- Project support staff
- Junior Management
- Aspiring Project Managers

The project management course will also benefit delegates who are studying towards the SAQA - Further Education and Training

Certificate in Project Management or the Project Management Institutes Certified Associate in Project Management (CAPM®). Delegates may claim 21 hours of formal training towards the CAPM certification and 5 credits towards the NQF Level 4, Unit Standard 120372.

PRE-REQUISITE LEARNING

Course delegates should preferably have some experience in a project environment.

Delegates who successfully complete the course are encouraged to pursue the PM Academy Advanced Project Management Course. We also suggest delegates attend specialized project management

software training to further sharpen their scheduling skills.

COURSE CONTENT

This project management syllabus covers the following topics:

- History of project management
- Project management defined
- The Project Management Body of Knowledge
- Project Life Cycle
- Project Definition and Scoping
- Planning the project
- Work Breakdown Structure
- Project Schedule
- Project Budget
- Project evaluation and control
- Reporting and Communication
- Exception Management
- Project Closure
- Team Management
- Making projects work in the organisation
- Professional responsibility

COURSE DURATION & DELIVERY

This is a three day event and on successful completion delegates receive a PM Academy certificate. The course is delivered with a blend of classroom training interventions and practical syndicate and individual sessions. All our facilitators are experienced PMBOK Project Managers.

Delegates receive a course manual, case study and sample answers, sample project management templates and a copy of Rory Burkes - Introduction to Project Management.

The project management course may be delivered at our premises or alternatively we also tailor the course to be delivered in-house with sufficient attendees.

BENEFITS

On completion of the course delegates will be able to:

- ✓ Apply the project management principles to scope, plan, execute and close a project.
- ✓ Lead a small project or sub-project to deliver on the project objectives.

RESERVATIONS, DATES, LOCATION & INFORMATION

Our offices may be contacted at (011) 976-2776 or e-mail info@pmacademy.co.za
Alternatively contact Jurie Smith directly on 074 123 8888.