

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip learners with the necessary knowledge, skills and attitudes to manage projects within their workplace.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Support the project environment and activities to deliver project objectives
- Apply a range of project management tools
- Implement project administration processes according to requirements

PROGRAMME OUTLINE

- Introduction to Project Management
- Project Origination and Initiation
- Project Planning
- Project Execution
- Project Closure

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Mathematics and Communication skills at NQF level 4 or equivalent, Computer literacy and applicable software at NQF level 4 or equivalent.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 3 Days

Assessment: Portfolio of evidence will be submitted within four weeks after completing the training. Assessment activities include evaluating project strategy, plan and closure report.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 10149 - Support the project environment and activities to deliver project objectives
- 10139 - Implement project administration processes according to requirements
- 10140 - Apply a range of project management tools and techniques

NQF Level: 4 and 5

Credits: 27

TARGET GROUP

- Line managers
- HR managers
- Administration managers
- Administration clerks
- Project managers
- Project assistants

BENEFITS

- Increased productivity
- A project management environment
- Credits towards a qualification
- Improved opportunities to claim skills grants