

PROJECT MANAGEMENT

A **SERVICES SETA ACCREDITED** SKILLS PROGRAMME WITH



— SIGNIFY —

LEARNING ACADEMY

where learning becomes a journey

UNIT STANDARDS COVERED

UNIT STANDARD NAME	UNIT STANDARD ID	NQF LEVEL	CREDITS
Explain fundamentals of project management	120372	NQF 4	5
Work as a project team member	120379	NQF 4	8
Plan, organise and support project meetings and workshops	120382	NQF 4	4
Implement project administration processes according to requirements	120381	NQF 4	5

SKILLS PROGRAMME PURPOSE

The qualifying learner will be capable of:

- Administering the project library / repository to support change to affected items
- Arranging and supporting a project meeting and / or workshop
- Collaborating with other team members to improve performance
- Demonstrating an understanding of the criteria for working as a member of a team
- Executing processes and standards to support project change control
- Explaining the application of organisation structures in a project environment
- Explaining the major processes and activities required to manage a project
- Explaining the nature and application of project management
- Explaining the nature of a project
- Explaining the purpose, objective and scope of project meetings and / or workshops
- Explaining the types of structures that are found in a project environment
- Maintaining project organisational information
- Participating in building relations between team members and other stakeholders
- Planning for a project meeting and / or workshop
- Respecting personal, ethical, religious and cultural differences to enhance interaction between team members
- Updating and communicating status of change requests
- Using a variety of strategies to deal with potential or actual conflict between team members

WHO SHOULD ATTEND?

This skills programme is intended for people who will be working as a leader in the context of a small project / sub-project involving few resources and having a limited impact on stakeholders and the environment or working as a contributing team member on a medium to large project when not a leader. These projects may be technical projects, business projects or developmental projects. This programme will also add value to learners who are running their own business and recognise that project management forms an integral component of any business.

COURSE OUTLINE

MODULE 1 – THE NATURE AND APPLICATION OF A PROJECT AND ITS MANAGEMENT

- Let's define Project Management
- The specification
- Providing structure
- Establishing controls
- Planning
- Testing and Quality
- Fitness for purpose
- Fighting for time
- Planning for error
- Post-mortem
- The project management triangle
- Time
- Cost
- Scope
- The project management cycle
- 12 steps to project management success

MODULE 2 – PROJECT MANAGEMENT 101

- Basic Project Management Outline
- Manage the project scope
- Managing Resources – People, Equipment, and Material
- Managing Time and Schedule

- Managing Costs, Money, and Profits

MODULE 3 – TYPES OF STRUCTURES FOUND IN A PROJECT ENVIRONMENT

- Project Structure and Organisation
- Why, What, How?
- Roles
- Process or functionally structured team
- Process structured team – with detail
- Resource Pool structure

MODULE 4 – DEMONSTRATE AN UNDERSTANDING OF WORKING AS A MEMBER OF A TEAM

- Why have teams in the first place?
- Sometimes teams don't work
- Why do some teams work?
- Core team members
- Title & organisational status of the individual team members
- Team Member Behaviour for Success

MODULE 5 – COLLABORATE WITH OTHER TEAM MEMBERS TO IMPROVE PERFORMANCE

- Team Development Stages
- Critical Stage – Performing
- Characteristics of Successful Teams
- Successful Team Requirements
- Team Assistance
- Team Member Behaviour for Success
- Team Goals
- Team Motivation
- Team Performance Measurement
- Why Teams Fail – Internal Obstacles
- Why Teams Fail – External Obstacles
- Team Success

MODULE 6 – PARTICIPATE IN BUILDING RELATIONS BETWEEN TEAM MEMBERS AND OTHER STAKEHOLDERS

- What is “Unproductive Behaviour”?
- When Excessive “Team Behaviour” is Unproductive
- What to do?
- Roles within teams
- A model for teamwork

MODULE 7 – USE A PAPER BASED AND/OR ELECTRONIC FILING SYSTEM FOR A PROJECT

- Alphabetical, numerical or subject filing system
- Your storage needs
- The basics of a Document Management System
- What are the rules for creating documents?
- How will we store documents?
- How can the retrieval of documents be simplified?
- How can we make/keep our documents secure?

MODULE 8 – PROVIDE PROJECT TEMPLATES TO TEAM MEMBERS

- The Project Initiation Phase
- The Project Planning Phase
- The Project Execution Phase
- Project Closure Phase

MODULE 9 – EXECUTE PROCESSES AND STANDARDS TO SUPPORT PROJECT CHANGE CONTROL

- Basis of decision
- Scope Management at Project Start
- Starting up the Change Control Process
- Managing Scope and Change Requests during the Project
- Update and communicate status of change requests

MODULE 10 – EXPLAIN THE PURPOSE, OBJECTIVE AND SCOPE OF PROJECT MEETINGS AND/OR WORKSHOPS

- Factors affecting how best to run meetings
- Meetings – basic rules

- Meeting attendees
- Selecting Participants
- Meeting Roles

MODULE 11 – PLAN FOR A PROJECT MEETING AND/OR WORKSHOP

- The Agenda
- Meeting priorities
- Meeting outcomes
- Meeting sequence
- Meeting timings (of agenda items)
- Meeting date
- Meeting time
- Meeting venue
- Running the meeting
- Meeting notes, structure and template

DURATION



5 Days

LOCATION



Public (at our premises in centurion) – An individual attending
or

On-site (at your company premises) – A minimum number of learners, please enquire

CERTIFICATION / RECOGNITION



Upon completion, the learner will receive a Certificate of Attendance. Upon verified Competence, the learner will receive a Certificate of Competence from the Services Seta.

SIGNIFY ENTRY REQUIREMENTS

Learners should be competent in:

- Communication at NQF Level 3
- Mathematical Literacy at NQF Level 3
- Computer Literacy at NQF Level 3

ARTICULATION

Credits obtained during this skills programme will contribute towards qualification 50080, FETC: Project Management, NQF Level 4.

CONTACT US



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