PROJECT MANAGEMENT MODULE

<table>
<thead>
<tr>
<th>Unit Standards</th>
<th>243980/243822/120374</th>
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<tbody>
<tr>
<td>NQF</td>
<td>5</td>
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<tr>
<td>Credits</td>
<td>6</td>
</tr>
<tr>
<td>Duration</td>
<td>1 day</td>
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<tr>
<td>Organisational Development Area</td>
<td>Managers, Supervisors and Team Leaders (Also suitable for staff in Management Development Process)</td>
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**COURSE OUTLINE**

- What really needs to be done?
- Scheduling your project;
- The Work Breakdown Structure and other planning tools;
- Budgeting;
- Schedule and budget compression;
- Change control process;
- Closing out a project;
- Choosing and building a winning project team;
- Team meetings;
- Developing a communication plan for the project;
- Communicate with different stakeholders on the project;
- Evaluating the effectiveness of the communication plan;
- Risk Management planning and identification of risks;
- Quantification fundamentals;
- Analysing and prioritising risk;
- Planning for risks;
- Risk monitoring and control;
- Project closeout procedures;
- Risk Management Responsibility;
- Positive aspects of risks.