

PROJECT MANAGEMENT MODULE

Unit Standards	243980/243822/120374
NQF	5
Credits	6
Duration	1 day
Organisational Development Area	Managers, Supervisors and Team Leaders (Also suitable for staff in Management Development Process)

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.