

PRINCIPLES OF PROJECT MANAGEMENT - INTRODUCTION

Unit Standard	120373/120374
NQF	Level 4
Credits	5
Duration	2 Days
Organisational Development Area	Front / Back Office / Project co-ordinators

SYNOPSIS

Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, these two days will familiarise you with the most common terms and the most current thinking about projects.

Success as a Project Manager requires that you complete your projects on time, finish within budget, and make sure that your customers are happy with what you deliver. That sounds simple enough, but how many projects have you heard of (or worked on) that were completed late or cost too much or didn't meet the needs of their customers? The purpose of this programme is to introduce the delegate to Project Management Principles and the application thereof.

COURSE OUTLINE

- Project management basics;
- How can projects help me?
- A project's life cycle;
- Selling a project;
- Preparing your project;
- The role and skills of a project manager;
- Project goals;
- Laying out the project;
- Risks and contingency planning;
- The work breakdown structure;
- Planning tools;
- Scheduling;
- Budgets;
- Developing and managing teams;
- Communication;
- Closing out a project;
- Project presentations.

COURSE OUTCOMES

Upon successful completion of this course learners will have the ability to:

- Understand what is meant by a "project";
- Recognise what steps must be taken to complete projects on time and on budget;
- Enhance ability to sell ideas and make presentations;
- Identify simple techniques and tools for planning and tracking your project;
- Develop methods for keeping the team focused and motivated;
- Understand ways to add value to your organisation.