

## Project Management

Based on SAQA's Unit Standard 120385, NQF Level 4, 8 Credits

### Introduction

The use of project management as a business tool has increased enormously over the last few years. Recent studies have indicated that more than 40% of employees are now directly involved in managing projects.

This two-day course has been designed to provide the essential knowledge to effectively plan, implement and review projects. In addition, through attending this programme, delegates will be able to gauge their level of communication, time management and problemsolving, thus enabling them to refine these key skills.

Practical exercises will be carried out during the course to enable delegates to gain useful experience of the project management process and related skills, which can be used on return to the workplace.

### Course Objectives

- Clearly define what constitutes a project
- Plan, organise and document a project
- Use appropriate tools and documents to plan effectively and minimise risk
- Demonstrate knowledge of delegation, time management, decision making and communication skills
- Review and learn from strengths and weaknesses identified on completion of a project
- Influence people and negotiate solutions to problems
- Contribute towards meetings
- Understand team dynamics and how to handle different team members on your project team

### Course Outline

#### What is a Project?

- Special features of projects
- The role of the project manager – and others
- Effective team work within the project

## **Identifying the Project**

- Defining the project
- Identifying the business benefits of the project

## **The Project Life Cycle**

- A four-stage approach to managing projects
- Preparing and outlining the project
- Setting objectives, scope and constraints

## **Project Planning**

- Planning tools and techniques
- Communication
- Monitoring and controlling activities

## **Implementing the Project**

- Keeping on track
- Making effective decisions
- Handling other people and negotiating

## **Reviewing the Project**

- Measuring what actually happened against the plan
- Learning lessons – both positive and negative