



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This accredited, short programme is Unit Standard aligned and aimed at individuals working in small project teams or as project leaders on small projects.

It will develop fundamental knowledge and practical skills in the nature and application of Project Management, Project Management Structures, the processes and activities required to manage a project and Project Management tools and techniques.

Delegates will learn about Project Life Cycles and Project Scope and how to work effectively as a team, define, plan, implement, monitor and review a project, handle stakeholders and negotiate for positive project outcomes.

Target Audience

This short programme is aimed at those working in project management teams or involved in leading small project management teams.

It is suitable for project managers in different types of project environments including technical, business, and developmental projects as well as more broadly across economic sectors.

Entry Requirements

- Competence in Communication, Mathematical Literacy and Computer Literacy at NQF Level 4.

Additional Requirements

- You will need access to appropriate workplace projects.
- Access to a PC, software and the internet.

Project Management

Project Management Fundamentals

SERVICES SETA Statement of Results

US ID:	120385 & 120372
NQF Level:	4
Credits:	12

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results, Project Management Fundamentals, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the short programme, you will be able to:

- 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 delegating, 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.





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Course Content

Project Management Fundamentals

Accreditation Body: SERVICES SETA

| SAQA ID: 120385 | NQF Level: 4 | Credits : 7
| SAQA ID: 120372 | NQF Level: 4 | Credits : 5

Module 1: Explain the Fundamentals of Project Management

- Explain the nature of a project
- Explain the nature and application of project management
- Explain the types of structures that are found in a project environment
- Explain the application of organisation structures in a project environment
- Explain the major processes and activities required to manage a project

Module 2: Apply a Range of Project Management Tools and Techniques

- Demonstrate an understanding of project management tools and techniques
- Use a range of project management tools and techniques
- Apply corrective action steps where project management tools and techniques usage problems occur

Our Accredited Organisations



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