

Project Management Skills

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Project Management Skills

i. Project Management Fundamentals

Course description

Project Management Fundamentals teaches students basic project-management techniques, including managing time and costs. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socio-economic and organizational structure issues, and the responsibilities of a project manager. Course activities also cover defining the project scope, writing a project charter, developing a work breakdown structure, identifying time management components, describing schedule development, using mathematical analysis techniques, and assigning resources. Students will also learn how to estimate resource costs, create a capital budget, control the project costs, and compute a project's estimate at completion (EAC) and variance at completion (VAC). The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.

Documentation

The following documentation is included with the course

- Certificate of attendance

Who should attend?

This course is designed to give you an understanding of project management concepts, creating and modifying project plans.

Course pre-requisites:

None

Topics covered

Unit 1: Fundamentals of project management

Topic A: Projects

Topic B: The project management process

Unit 2: Characteristics of a project

Topic A: The project environment

Topic B: The project manager

Topic C: The project team

Unit 3: Project initiation and scope planning

Topic A: Project initiation

Topic B: Scope planning

Unit 4: Scope definition, verification, and change control

Topic A: Scope definition

Topic B: Scope verification

Topic C: Scope change control

Unit 5: Time management

Topic A: Activity definition and sequencing

Topic B: Activity duration



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Unit 6: Schedule development and control

Topic A: Schedule development

Topic B: Schedule control

Unit 7: Resource identification and cost approximating

Topic A: Resource identification

Topic B: Cost approximating

Unit 8: Budgeting and cost control

Topic A: Cost budgeting

Topic B: Cost control

ii. Project Management Intermediate**Course description**

Project Management Intermediate course builds on the fundamentals taught in Project Management: Basic. In the Intermediate course, students will learn how to implement quality measures, handle project risks, acquire and motivate team members, and communicate effectively. Course activities cover identifying the characteristics and goals of quality management, create a quality management plan, conduct an audit, develop a quality control system, design a risk management plan, follow a qualitative risk analysis process, create a decision tree, and monitor and control project risks. Students will also discuss the characteristics of a good manager, build and maintain a productive team, and use analysis tools and reports to evaluate the performance of a project. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.

Documentation

The following documentation is included with the course

- Certificate of attendance

Who should attend?

The typical students of this course will be managers, supervisors, or team leaders who need to learn how to implement quality measures to increase quality within their organization, handle project risks, acquire and motivate team members, and communicate effectively.

Course pre-requisites

Project Management: Basic, Second Edition or equivalent experience

Topics covered**Unit 1: Quality management**

Topic A: Fundamentals of quality management

Topic B: Quality planning

Unit 2: Quality assurance and control

Topic A: Quality assurance

Topic B: Quality control

Unit 3: Risk identification and management

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Topic A: Fundamentals of risk management

Topic B: Risk management planning

Topic C: Risk identification

Unit 4: Risk analysis, response, and control

Topic A: Qualitative analysis

Topic B: Quantitative analysis

Topic C: Risk response

Topic D: Risk monitoring and control

Unit 5: Organizational planning

Topic A: Project managers

Topic B: Organizational planning

Unit 6: Staff acquisition and team building

Topic A: Staff acquisition

Topic B: Team building

Unit 7: Planning and distributing information

Topic A: Communications planning

Topic B: Distributing information

Unit 8: Project performance and conclusion

Topic A: Performance reporting

Topic B: Concluding a project

iii. Project Management Advanced

Course description

Project Management Advanced course builds on the skills taught in Project Management: Intermediate. In the Advanced course, students will learn about contracts, procurement, solicitation, integration, and the project management process. Course activities will cover discussing types of contracts, identifying the role of procurement planning, soliciting contractors, evaluation proposals, negotiating contracts, developing a project plan, and implementing a work authorization system. Students will also identify process groups and variables, write closeout reports, and identify different methods of project termination.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.

Documentation

The following documentation is included with the course

- Certificate of attendance

Who should attend?

The typical students of this course will be managers, supervisors, or team leaders who need to learn about computers, procurement, solicitation and the project management process.

Course pre-requisites

Project Management: Intermediate, Second Edition or equivalent experience



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Topics covered

Unit 1: Procurement planning

Topic A: Fundamentals of contracts

Topic B: Procurement planning

Unit 2: Planning, soliciting, and selecting

Topic A: Solicitation planning

Topic B: Selection

Unit 3: Contract administration and closeout

Topic A: Contract administration

Topic B: Elements of contract administration

Unit 4: Project integration and plan development

Topic A: Integration

Topic B: Project planning

Unit 5: Implementing plans and controlling change

Topic A: Implementing the plan

Topic B: Controlling change

Unit 6: The project management process

Topic A: The process

Topic B: Initiation and planning

Unit 7: Execution, control, and project closeout

Topic A: Project execution

Topic B: Controlling a project

Topic C: Closing a project

For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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