



Centre for  
**CONTINUOUS  
PROFESSIONAL  
DEVELOPMENT**

# **Fundamentals of Project Management**

## **(Certificate of Competence)**

**COURSE DATES:** 16 May 2023 – 20 July 2023  
3 Oct 2023 – 30 Nov 2023

**ENQUIRIES:** [ccpd@spu.ac.za](mailto:ccpd@spu.ac.za)

<b>Course Duration</b>	40 contact hours
<b>Entry level requirements and rules of admission</b>	NSC (matric) or equivalent NQF level qualification
<b>Rationale for offering this course:</b>  <p>The ability to manage projects on time, within cost and to the required level of quality is currently one of the most sought-after broad-based skills globally. It complements generic management skills in all functional areas and also applies to personal life.</p> <p>This course seeks to introduce participants to the fundamentals of project management including principles, key concepts, as well as tools and techniques required to initiate, plan, implement and close projects successfully.</p> <p>It will improve management efficiency in both the public as well as private sectors.</p> <p>This course will benefit ALL managers, both in the public as well as the private sectors, who are responsible for managing projects as part of their functional role as well as administrators and finance people who are involved in projects.</p>	

#### **COURSE OVERVIEW:**

<b>Course Content</b>	<b>This course covers the following:</b> <ul style="list-style-type: none"> <li>• Introduction to project management;</li> <li>• Project planning;</li> <li>• Project risk management;</li> <li>• Project cost management;</li> <li>• Reporting and stakeholder management</li> </ul>
<b>Specific Outcomes</b>	<p><b>Outcome 1:</b> By the end of this module the students should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the relationship between organisation strategy and project management</li> <li>• Differentiate between various categories of projects</li> <li>• Differentiate between organisational processes and projects as well as differences between programmes and projects</li> <li>• Explain basic project management concepts</li> </ul> <p><b>Outcome 2:</b> By the end of this module the students should be able to:</p> <ul style="list-style-type: none"> <li>• Explain the purpose and nature of project planning</li> <li>• Describe the structure of planning within the project life cycle</li> <li>• Differentiate between the types of project planning</li> <li>• Identify the different steps in the planning process</li> <li>• Apply project management planning tools and techniques i.e., Work Breakdown Structure, Gantt Charts, Precedence Diagram and Critical Path Method</li> </ul> <p><b>Outcome 3:</b> By the end of this module the students should be able to:</p> <ul style="list-style-type: none"> <li>• Identify and evaluate various risks associated with a project and select the relevant strategy for each risk</li> <li>• Draw-up a risk register/matrix</li> </ul>

	<p><b>Outcome 4:</b> By the end of this module the students should be able to:</p> <ul style="list-style-type: none"> <li>• Develop the budget of a project</li> <li>• Monitor the actual cost and progress of a project in comparison to the planned cost and schedule</li> <li>• Identify variances in cost, diagnose the cause of the variances, suggest remedial measures and make a prognosis of and forecast of the eventual outcome of the project in terms of budget and schedule.</li> </ul> <p><b>Outcome 5:</b> By the end of this module the students should be able to:</p> <ul style="list-style-type: none"> <li>• Identify the different types of stakeholders within a project</li> <li>• Explain the importance of stakeholder engagement prior to and during the execution of the project</li> <li>• Describe the requirements for effective stakeholder engagement.</li> <li>• Identity and explain various steps in the stakeholder management process</li> </ul>
Critical cross-field outcomes	<p>The following will be covered in the course:</p> <ol style="list-style-type: none"> <li>1. Identify and solve problems</li> <li>2. Organise and manage themselves</li> <li>3. Collect analyze and evaluate information</li> <li>4. Communicate effectively</li> <li>5. Use science and technology effectively</li> <li>6. Recognize problem solving contexts</li> <li>7. Reflect and restore effective learning strategies</li> <li>8. Explore education and career opportunities</li> <li>9. Develop entrepreneurial opportunities</li> </ol>
Teaching and learning strategies	<p>Active learning will form an integral part of the course. One approach will be peer teaching, where participants will demonstrate digital implementations to their peers and receive feedback. Practical learning: Students may be asked to work independently, in pairs, or as part of a small team to submit an assignment that will count towards their overall assessment.</p>
<b>COURSE FEE</b>	<p><b>R 8500 (no VAT):</b> Includes a course bag, course material and certification</p>