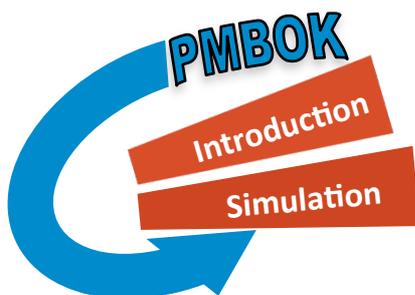


## *What is it about?*

The purpose of this course is to introduce you to the project management discipline and to enable you to start operating in a project environment by understanding the terminology used and interpreting and explaining the fundamental concepts of project management.

It also aims to assist you to achieve the South African Qualification Authority (SAQA) unit standard 'Explain fundamentals of project management'. The SAQA number for the unit standard is 120372; it is set at National Qualifications Framework (NQF) level 4 and is worth 5 credits



## *What's in it for me?*

On completion of the course delegates will be able to:

- ✓ 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 organization structures in a project environment, and
- ✓ Explain the major processes and activities required to manage a project.

### Contact us:

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# Introduction to Project Management

## *Who Should attend?*

This Project management course will benefit all delegates responsible or involved in project delivery.

## *Do I qualify?*

In order to assume learning to be in place, learners accessing this qualification will have demonstrated competence in computer literacy, numeracy, literacy and communications at NQF level 4 or equivalent. This is equivalent to a Matric.

## *What can I expect?*

The course is based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®) and aligned to the **South African Qualifications Authority (SAQA) Unit Standard** identification number 120372 'Explain fundamentals of project management'.

- Introduction to SAQA, the course and unit standard,
- Administration that is required for assessment,
- What is a project?
- What is project management?
- From strategy to project tasks,
- Organisation structures,
- Processes and activities:
  - Integration Management,
  - Scope Management,
  - Time Management,
  - Cost Management,
  - Risk Management,
  - Quality Management,
  - Communications Management,
  - Human Resource Management, and
- Procurement and Contract Management

## *How and when can I attend?*

The course is a three day course. Delegates receive learner guides with relevant information to cover the specific outcomes, essential embedded knowledge and cross-field outcomes.



Students may be required to complete a Portfolio of evidence (POE) for submission to the assessor and moderator. Evening work may be required to complete the POE. Portfolios are optional, at an additional fee. Portfolios are completed during the course and handed to the facilitator on the last day.

The assessment Methods: may include - questioning, observation, oral discussion, pre-set questions, simulation, assignment, tests/exam, written explanations and reflection, self assessment

Students Portfolios assessed as Competent will be submitted to the Services Seta for accreditation with SAQA, if this option is chosen.

The project management course may be delivered at our premises or alternatively we also tailor the course to be delivered in-house with adequate attendees.

### *Testimonial*

*"I loved the welcome gift and course pack and the pace of the course" Fundamentals of PM – Tobi Enigbokan*



## *About PM Academy*

PM Academy was established in 2005 with the strategic vision to provide world class professional project management training, consulting and recruitment to the South African and international markets.

PM Academy has a wealth of experience and we have successfully completed projects, training and recruitment throughout Africa.