

# Project Management for Success

## What Can You Expect?

Project Management is a multi-disciplinary field that includes a variety of aspects such as scheduling, people-management, finances and cost, risk management, organisation structure and quality management. This workshop is an intensive hands-on course providing learners with the skills, knowledge and tools to be successful at project management.

## Who Should Attend?

People who need to improve their project management skills  
Staff who are working in a project environment  
Project managers who require the fundamental skills and credits for project management.

## Assessment Strategy

Keybase is accredited with the Services Seta. The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment

**SAQA ID:** 120372

**NQF Level:** 4

**Credits:** 5

**US Title:** Explain The Fundamentals Of Project Management.

## 4 Day Course Content

- Principles, tools and techniques of project management
- Produce project documentation to support project processes
- Contribute to project initiation, scope definition and scope change control
- Project Management Life Cycle – initiation, definition, planning, implementation, closure
- Project and monitor actual expenditure against a budget
- Plan, organize and support project meetings and workshops
- Work as a project team member
- Evaluate and improve the project team's performance
- Resource and cost valuation – setting up of a budget, variance analysis
- Project planning – setting goals and objectives, work breakdown, structure, and schedules
- Project evaluation
- Project closure

## What Will I Take Back To Work With Me?

Become an effective project manager, learn to organise resources, work to tight deadlines, control project change, and generate maximum performance.



MICT Seta Accreditation No:  
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