

2021



*Be Professionally Equipped*

# Project Management (Work as a Project team member)

## 2 Day Course

9 July 2021



SAQA ID – 120372 NQF LEVEL: 4, CREDITS: 5



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## Introduction

You have been given a large project to manage involving many diverse aspects. You know that you need to be organized in your approach so as to ensure that the process runs smoothly. At first glance, the exercise appears to be anything but simple and in fact seems rather overwhelming in that everything looks like it is literally all over the place. For the project to succeed you need to devise a suitable project plan and assign tasks, deadlines and deliverables that are realistic and achievable and when you master the techniques you will find that you are working with a cohesive process that makes a complicated one seem like child's play.

The purpose of this course is to get you up to speed with the fundamentals of the project management process and upskill you to become an effective project team member. You will gain an in-depth understanding of the nature of a project and learn about the types of structures that are found in a typical project environment and what processes and activities are required to manage a project.

## Programme Outcomes

- Understanding the nature of a project.
- Understand the characteristics of a project.
- Understand the differences between project and non-project work.
- Understand the basic project life cycle and possible phases.
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- Understand the types of projects and their complexity ranging from simple, complex, closed to open, "fog, quest, movie or paint by number", technical, business, community based, development and research and development of new products.
- • Understand the nature and application of project management.
- Understand the major project management processes in terms of recognized best practice.
- Understand the types of structures found within project management.
- Understand the various behaviours conducive to working as a team member.
- Understand team interfaces and team roles.
- Understand how to collaborate with other team members to improve

## Course Outline

- The nature of a project.
- The nature and application of project management.
- What types of structures are found in a project environment?
- The major processes and activities required to manage a project.
- The application of organization structures in a project environment.
- To work as an effective team member.
- To collaborate with other project team members to improve performance.
- To build relations between project team members and other stakeholders.
- A variety of strategies to deal with potential or actual conflict in a project team.

# BUSINESS AND REPORT WRITING SKILLS PROGRAM

	ID	UNIT STANDARD TITLE	NEW LEVEL	CREDITS	DURATION
Fundamental	120372	Explain fundamentals of project management and 12079 Work as a Project team member	NQF 4	05	1 Days

## Target Audience

**Target Audience:** This Course is aimed at supervisors , team leaders and junior managers who manage a team.

**Programme level:** The level of the Programme is at NQF Level 03

**Minimum Qualifying Criteria:** Communication at NQF Level 3, Computer Literacy and Mathematical Literacy at NQF level 3

## Duration

**Programme Duration:** Between one (1) and two (2) Days | between one (1) and (2) Days –POE Based.

**Pre-Assessment:** Pre-assessment of proposed learners is undertaken to identify current qualifications and experience.

**Contact Training Sessions:** Between three (1) and Five (2) Days for comprehensive training.

## Qualification Alignment

**Qualification:** SAQA ID 120372– Further Education and Training

Certificate: Project Management (4) ACCREDITED



## Training Methodology

The Programme is facilitated by competent subject matter specialist/s, which utilizes the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Videos/DVDs; and Formative Assessments.

To facilitate this process, we offer: {between three (1) and 2 Days – POE Based}

- **Coaching Support:** The Ratomac appointed assessor and project coordinator are available to the learners for telephonic support and coaching while learners compile their POE's. Additional coaching support will be scheduled, as required, to assist with the building of POE's.
- **Credits:** Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed. Learners can build their credits by attending skills programmes aligned to the Qualification **120372– Further Education and Training Certificate: Project Management (4) ACCREDITED**

**COURSE FEES – R6 200.00 PER PERSON (1 PERSON)**

### Contact Us

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