Unleashing Your Potential

IMSIMBI TRAINING

Course Outline

Advanced Project Management

5 DAYS

This course is accredited by the Services Seta and the material covers unit standards at NQF level 5: 243824 worth 8 credits and 243812 worth 12 credits

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.







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Course Objectives

Welcome to the exciting world of Project Management.

From Experience to Expertise. You know how to manage projects. Now it's time to master them.

Successful project management takes more than experience. It requires the confidence, strategic thinking and practical tools to navigate complexities, manage risks and deliver results.

Designed for professionals with foundational project management knowledge or at least two years of experience, this course will help you take your project management skills to the next level.

Explore proven methodologies and best practices aligned with the PMBOK framework, while learning how to confidently manage more complex projects across the private, public and non-profit sectors.

The best part? You won't just learn it. You'll put it into practice. Working on a real project, you'll develop essential tools, including project scope statements, Gantt charts, Work Breakdown Structures, budgets, stakeholder management plans and risk management strategies.

You'll also discover how Microsoft Project can make planning, scheduling and managing projects more effective. Move beyond managing tasks to leading projects with confidence, clarity and purpose.

Take the next step in your project management journey and turn your experience into expertise!





Course Outcomes

Upon completing this course, the participants should:

- Be familiar with project management terminology, concepts, and definitions.
- Be able to select a work-based project for an organisation or business unit.
- Be able to scope a work-based project.
- Develop a project plan.
- Be able to refine the project scope statement.
- Develop tools to measure key performance parameters such as time, quality and cost.
- Know the key skills and processes to manage project teams.
- Determine the approach for decomposing the work of the project to the required level of detail.
- Be able to apply key project management tools and formulate a Gantt chart, work-breakdown structure and budget.
- Use technology when documenting the decomposed work in the Work Breakdown Structure format.
- Be able to write project proposals and reports.





Course Outline

Awareness and Mindfulness

Chapter 1: Advanced project management Methodology and Definition

- The project context.
- What is a project?
- The project life cycle.
- Triple-constraints in a project.
- The importance of ethics in project management.
- Project methodology and definitions.
- PMBOK'S Project Management Knowledge Areas

Chapter 2: Organisational Structures

- The Traditional Organisation.
- The Line - Staff Organisation.
- The Pure Project Organisation.
- The Matrix Organisation.
- Organisation structure and the technical project team.
- Project failure and success factors.
- Twelve Steps to Project Management Success.





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Chapter 3: Phase 1 – Concept/Initiation

- Steps in Planning a Project – project selection, project feasibility, project business case, project proposal, and project estimates.
- Planning the project schedule: sequencing, network diagram, Gantt chart.

Chapter 4: Phase 2 – Planning other aspects

- Project Stakeholder identification and management.
- Project risk management.
- Project Budget and cashflow.
- Contingencies, escalation and retention.
- Project procurement.
- Project quality.

Chapter 5: Phase 3 - Execution/Implementation and Project Control

- Project monitoring.
- Project scope control – avoiding scope creep.
- Integrated Project Control – Earned Value.





Chapter 6: Project Teams and Human Dynamics

- Conflict management: the courage-concern model.
- Monitoring Time: Steven Covey's time management matrix.
- DISC analysis explanation.

Chapter 7: Project Communication

- Monitoring progress through reports.
- Project Evaluation.
- The final report.

Chapter 8: Phase 4 – Project Closure

- Reasons for the closure phase.
- Example of a closure checklist.
- Stop, start and continue.



