IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL










Imsimbi Training proudly presents

Project Management – 3 DAYS

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.

This course is accredited by the Services Seta and material covers unit standards 252024 and 252022 at an NQF level 5 worth 12 credits. The SA Engineering Council provides 3 credits - CPD points for this course.

SERVICES SETA

julius@imsimbi.co.za - tammy@imsimbi.co.za - margaret@imsimbi.co.za - prince@imsimbi.co.za - gloria@imsimbi.co.za

011 678 2443 WWW.IMSIMBI.CO.ZA

COURSE OBJECTIVES

Projects are fast becoming an important way of working within organisations to achieve new levels of performance, new products and services at less cost than routine operational activities. At one or other point in time, many people will find themselves taken out of their routine jobs and placed in a project. It is thus important to become familiar with the principles, processes, and techniques of project management.

COURSE OUTCOMES

Upon completion of this course, the participants should:

- Explain project management terminology, concepts, and definitions.
- Develop the ability to analyse and engage stakeholders appropriately in the project management process.
- Be confident in the skills needed to facilitate project teams and group dynamics effectively.
- Explain the appropriateness of various organisational structures.
- Identify and respond to problems, by developing plans, implementing, monitoring and evaluating a project.
- Be able to apply key project management tools and techniques as well as to formulate a Gantt chart, work-breakdown structure and budget.
- Manage time effectively and efficiently.
- Know and manage the quality aspects of the project.
- Understand risk identification and know how to draft a risk management strategy.
- Understand how to isolate and document key lessons learned on the project.
- Write and present project reports professionally.



.

- Select a work-based project for a unit.
- Scope a work-based project for a unit.
- Apply the concept of best practice to a unit.
- Analyse current best practices in a unit in relation to identified best practices.
- Decide on the best practices to be adopted in a unit.
- Develop a project plan, as well as a plan for implementing best practices.
- Develop tools to measure key performance parameters.
- Implement the plan, evaluate project progress and formulate recommendations for implementing best practices.



COURSE OUTLINE

- **Project Definition** - Clarify the main elements of a project through examination of definitions by practitioners in the field and the project management institute.
- **Project structures** – an analysis and evaluation of how to draw together a team. Structures for planning, decision making, reporting, control.
- **Facilitation Skills** - Team functions - leading, executing, motivation, planning and problem solving.
- **Project Management Cycle** - initiation, definition, planning, implementation, closure.
- **Problem Analysis** – Look at a practical example of an opportunity/problem in your organisation which gives rise to the need for a project.
- **Business Case and Scope** - prepare an outline of the scope of your project, name of project, reason for project, management, implementers, cost, time frame, location.
- **Project Planning** – setting goals and objectives, Gantt chart, work breakdown and structure, schedules.
- **Feasibility studies** - technical, financial and operational.
- **Resource and Cost Estimation** – setting up of a budget, variance analysis.
- **Project Monitoring** – controlling resources, time, budget and quality.
- **Conflict Management** – managing conflict by identifying competition, collaboration, avoidance, compromise, accommodation as key tools in the process.
- **Time Management** - prioritisation, Covey's time management matrix, setting long term and short-term goals.
- **Quality** – evaluate what is meant by quality, world-class practises, the role of a scope document, criteria such as economy, efficiency, reliability, safety, functionality.
- **Risk Management** – types of risk, risk matrix, and management of key risks.



- **Project Evaluation** – external and internal evaluation of outcomes of project against scope and plan, evaluation of project product as well as process and performance
- **Project Closure** – reasons for closure i.e. legal, performance, relations with customers; closing plan, close down, procedures, contract finalisation, handover of functions, asset disposal, document results.
- **Best practices** – to identify and apply the concept of best practices. Reviewing the current best practices within the project management field and deciding on the best practices to be used in an organisation. As well as motivating for the retention of current practices.

