Project Management

DIRECT MANAGEMENT SOLUTIONS

A SAQA registered qualification for Administrative Professionals in all Services Sectors SAQA ID: 120385, NQF Level 4, 7 Credits

This training course will build confidence in secretaries/senior secretaries, executive assistants, supervisors, managers. Pa's and administrative staff new to project management and those needing to refine project management skills.

Powerful Project Management capabilities

- Accurate planning and scheduling to meet customer demands
- Resource management
- Make better business decisions with portfolio analysis tools
- Project and the organisational structure
- Reporting structure
- Decision structure
- Communication structure
- Project stakeholders
- Understanding the Project Management lifecycle
- Identify, define and understand the project management lifecycle
- Use the 5 phases of the project management lifecycle to effectively manage a project
- Planning phase of a project
- understanding and using project
- management tools and techniques
- manage the schedule
- manage issues
- manage scope
- manage communication
- manage risk

Trusted Service Provider Since 2003

Course Objectives

- Identifying projects.
- Understand the philosophy of Project Management
- Define the history of Project Management
- Define a project and Project Management
- Understand what Project Management methods, tools and standards are.
- Understand the role of Project Management software
- Define projects in the organisational structure
- Identify project stakeholders
- Identify and understand the project lifecycle and phases
- Understand the project framework
- Define the Project Management areas of knowledge as required by a project manager

Project Management

CLICK HERE FOR FULL COURSE OUTLINE

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Introduction

This two-day course will empower secretaries, administrators and office professionals by offering a quick and efficient toolkit to become effective and confident project managers or project team players. Project management is taught through efficient communication, time management and various problem solving methods, enabling those who attend this course to become efficient and functional in the project management environment.

Course Outline:

- Responsibilities of the Project Manager
- Responsibilities of the Project Sponsor
- Planning phase of a project
- Project costing / budgeting

Project Management also includes:

- Project Framework
- High-risk factors
- Teamwork
- Feasibility
- Quality Assurance
- Quality Outputs
- Effective Project Management

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Contact us today
0861 999 973 or
Email
sales@dmstraining.co.za