DIRECT MANAGEMENT SOLUTIONS

A SAQA registered qualification for
Administrative Professionals
in all Services Sectors
SAQA ID: 120372, NQF
Level 4, 5 Credits

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Fundamentals of Project Management

Outcomes

This workshop is aligned with unit standard 120372, will empower participants in terms of knowledge, understanding the application on the following five subjects matters:

- Explain the nature of a project
- The nature and application of Project Management
- The types of structure that are found in a project environment
- The application of organisation structures in a project environment
- The major processes and activities required to manage a project

Fundamentals of Project Management

Trusted Service Provider Since 2003

Introduction

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Basic terminology and definitions of project management including: project management, project, programme, phase, stage, life cycle, product, deliverable, milestone, activities, tasks, close out, scope, risk, scheduling.
- The concept and role of product, project and operations life cycles.
- The Life cycle approach in the structuring of projects.
- Simple project life cycles.
- How to decompose a project into manageable components or parts.
- The elements of a project: uniqueness, constraints of time and resources, specified deliverables.
- Alternative organisation structures and their implications, for example functional versus matrix.
- How various role-players are involved over the project and product life cycle.
- Key project management activities.
- The relationship between processes, sub-processes and core knowledge areas.

PURPOSE OF THE UNIT STANDARD

The person credited with this unit standard is able to begin operating in a project environment by understanding the terminology used and interpreting and explaining fundamental concepts of project management. This standard will also add value to learners who are running their own business and recognise that project management forms an integral component of any business.

The Qualifying learner is capable of:
⇒ Explaining the nature of a project.
⇒ Explaining the nature and application of project management.
⇒ Explaining the types of structures that are found in a project environment.
⇒ Explaining the application of organisation structures in a project environment.
⇒ Explaining the major processes and activities required to manage a project.

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