

# Skills

## Course

### INTRODUCTION TO PROJECT MANAGEMENT



R 2,000 incl VAT (Non-WHC)

R1,200 excl VAT (WHC)

Discounts apply to groups



Classroom based

(available online from March 2021)



2 days

PMI defines project management as “the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.” Project management is an essential skill in most workplaces and projects often fail due to a lack of effective project management skills.

The course has 10 modules including a "Test your knowledge" at the end of each module:

- Module 1: The Essence of Project Management
- Module 2: The Who, What, Why and Where of the Project
- Module 3: The Project Scope
- Module 4: Planning (Time and Resources)
- Module 5: Risk and Uncertainty
- Module 6: Roles and Responsibilities
- Module 7: Tracking Progress
- Module 8: Project Communication
- Module 9: Documentation Used in Project Management
- Module 10: Working with People on Projects



At the end of this course learners will have a better understanding of:

- the project management process,
- be familiar with basic terminology and tools,
- be able to develop a basic project plan in the work environment,
- identify stakeholders, roles and responsibilities
- keep track of the progress of a project



Individuals involved in small to medium size projects as project manager or project support team member will benefit from this introductory course.



At the end of this course, learners will be expected to complete a final assessment:

- There are 50 multiple choice questions.
- The pass mark is 70%.
- Learners have unlimited attempts.
- A certificate will be issued on passing the assessment.

“Trying to manage a project without project management is like trying to play a football game without a game plan.” – K. Tate



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