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Project Management Fundamentals Course

Duration

1 Day (08:30 - 16:00)

Objectives

Project Management Fundamentals teaches students basic project-management techniques, including managing time and costs. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socio-economic and organizational structure issues, and the responsibilities of a project manager. Course activities also cover defining the project scope, writing a project charter, developing a work breakdown structure, identifying time management components, describing schedule development, using mathematical analysis techniques, and assigning resources. Students will also learn how to estimate resource costs, create a capital budget, control the project costs, and compute a project's estimate at completion (EAC) and variance at completion (VAC). The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

Who should attend?

This course is designed to give you an understanding of project management concepts, creating and modifying project plans.

Prerequisite

None

Course Outline

1. Fundamentals of project management
 - Projects
 - The project management process
2. Characteristics of a project
 - The project environment
 - The project manager
 - The project team
3. Project initiation and scope planning
 - Project initiation
 - Scope planning
4. Scope definition, verification, and change control
 - Scope definition
 - Scope verification
 - Scope change control
5. Time management
 - Activity definition and sequencing
 - Activity duration
6. Schedule development and control
 - Schedule development
 - Schedule control
7. Resource identification and cost approximating
 - Resource identification
 - Cost approximating

8. Budgeting and cost control

- Cost budgeting
- Cost control

To check the course schedule, location, pricing and to book online please visit http://www.multimediacentre.co.za/courses/project_management.php

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.

Project Management Intermediate Course

Duration

1 Day (08:30 - 16:00)

Objectives

Project Management Intermediate course builds on the fundamentals taught in Project Management: Basic. In the Intermediate course, students will learn how to implement quality measures, handle project risks, acquire and motivate team members, and communicate effectively. Course activities cover identifying the characteristics and goals of quality management, create a quality management plan, conduct an audit, develop a quality control system, design a risk management plan, follow a qualitative risk analysis process, create a decision tree, and monitor and control project risks. Students will also discuss the characteristics of a good manager, build and maintain a productive team, and use analysis tools and reports to evaluate the performance of a project. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with a companion CBT program.

Who should attend?

The typical students of this course will be managers, supervisors, or team leaders who need to learn how to implement quality measures to increase quality within their organization, handle project risks, acquire and motivate team members, and communicate effectively.

Prerequisite

None

Course Outline

1. Quality Management
 - Fundamentals of quality management
 - Quality planning
2. Quality Assurance and Control
 - Quality assurance
 - Quality control
3. Risk Identification and Management
 - Fundamentals of risk management
 - Risk management planning
 - Risk identification
4. Risk Analysis, Response and Control
 - Qualitative analysis
 - Quantitative analysis
 - Risk response
 - Risk monitoring and control
5. Organisational Planning
 - Project managers
 - Organisational planning
6. Staff Acquisition and Team Building
 - Staff acquisition
 - Team building
7. Planning and Distribution Information
 - Communications planning
 - Distributing information
8. Project Performance and Conclusion
 - Performance reporting
 - Concluding a project

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Project Management Advanced Course

Duration

1 Day (08:30 - 16:00)

Objectives

Project Management Advanced course builds on the skills taught in Project Management: Intermediate. In the Advanced course, students will learn about contracts, procurement, solicitation, integration, and the project management process. Course activities will cover discussing types of contracts, identifying the role of procurement planning, soliciting contractors, evaluation proposals, negotiating contracts, developing a project plan, and implementing a work authorization system. Students will also identify process groups and variables, write closeout reports, and identify different methods of project termination.

Who should attend?

The typical students of this course will be managers, supervisors, or team leaders who need to learn about computers, procurement, solicitation and the project management process.

Prerequisite

None

Course Outline

1. Procurement Planning
 - Fundamentals of contracts
 - Procurement planning
2. Planning, Soliciting, and Selecting
 - Solicitation planning
 - Selection
3. Contract Administration and Closeout
 - Contract administration
 - Elements of contract administration
4. Project Integration and Plan Development
 - Integration
 - Project planning
5. Implementing Plans and Controlling Change
 - Implementing the plan
 - Controlling change
6. The Project Management Process
 - The process
 - Initiation and planning
7. Execution, Control, and Project Closeout
 - Project execution
 - Controlling a project
 - Closing a project

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