

PROGRAMME IN PROJECT MANAGEMENT (PPM)



CONTINUING EDUCATION
UNIVERSITY OF PRETORIA



Course Title:	Programme in Project Management (PPM) – University of Pretoria
Course Dates:	Feb 2007 to Nov 2007
Purpose	To develop managers and project staff with the competence and expertise required delivering and managing key strategic and/or transformation projects. Participants will be evaluated against the learning outcomes, the extent of the skills transfer to the workplace, the impact the training had on the individual, the workplace and the project to which participants are appointed.
Brief Description:	This practical, well-established programme has been designed to develop project management knowledge, skills and insight. It equips delegates with the tools and techniques necessary to succeed in project management. It is based on international standards and best practices. The faculty and department at the University of Pretoria responsible for the academic aspects of this programme is a Registered Education Provider (R.E.P.) of the Project Management Institute (PMI) in the USA.
Course Content:	<ol style="list-style-type: none">1. Project Management Principles, Practices and Scheduling;2. Project Quality Management;3. The People-side of Project Management;4. Legal Aspects for Project Managers;5. Project Procurement and Contract Management;6. Project Risk Management;7. Financial Principles and Project Cost Management;8. Project Management in Business Context.
Course Admission Requirements:	<p><u>Delegates with a tertiary qualification:</u> A tertiary qualification in any discipline of any reputable university, including all previous technikons.</p> <p><u>Delegates with a senior certificate only:</u> Delegates with a senior certificate only will be admitted on merit, additional information to evaluate delegates will be necessary e.g. subjects passed, marks obtained, years of relevant experience in industry and seniority of current position</p>
Course Fee Includes:	<ul style="list-style-type: none">• Tuition fee• Lecture materials• Textbook• Training venue, including equipment• Lunch and refreshments on training days• Assessment of competence• Graduation and certification• Measuring and reporting on the quality of the learning• Analysis and reporting on transfer, productivity and profitability• Programme & project coordination
Course Module Composition	4 study blocks; 8 modules; 2½ days a module; 8hrs a day / 5 days per study block; 20 days total
Medium of Instruction:	English
Recommended Credits:	NQF Level 6 (120 Credits)
Course Fee:	R 27,900.00 + VAT

This project has been designed to improve quality management of the learning and the results as well as to support enterprise development through a broad based black economic empowerment venture. All participants shall be employed and will be deployed into specific projects at their workplace. The stakeholders to the project are:

1. **The learners** – Who should attend? Employees who are involved in or associated with projects - whether as project managers, planners, project team members or senior managers.
2. **The provider** – Successful participants will receive an accredited higher education level 6 postgraduate qualification (120 credits) from The University of Pretoria meeting learning standards prescribed by and registered with the Project Management Institute in the USA. (Approximately 2000 people from a wide range of companies and government organizations have benefited from this programme since 1997.)
3. **The project and quality manager** - Workplace Skills Solutions will project manage the process, whilst measuring and reporting on the quality of learning. Workplace Skills Solutions will provide the stakeholders analyses of ongoing learning and impact from learner responses, achievement, transfer, productivity and profitability perspectives.

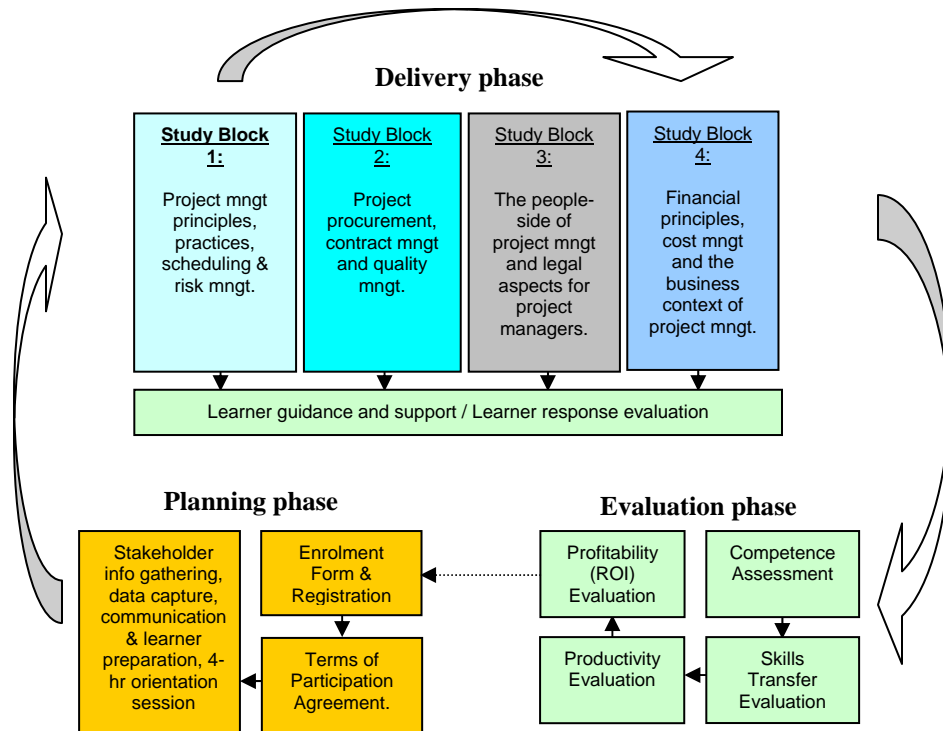
WSS - Quality Management Framework:

LEVEL	DESCRIPTION
1	Learner response (do learners like the program)
2	Learner achievement (do they learn anything)
3	Transfer (is what they have learned being transferred to the workplace)
4	Productivity (is the transfer resulting in improvements to productivity or service delivery)
5	Profitability (what is the impact on overall organizational performance)

The Programme in Project Management (PPM) empowers learners to manage projects and equips them with the following learning outcomes:

1. Relate projects to strategic goals of the organization
2. Initiate a project, identify stakeholders and define the project scope;
3. Manage scope changes;
4. Define major project phases, deliverables and decision gates;
5. Develop a WBS to identify and define work packages;
6. Allocate resources to work packages and manage the workload on resources;
7. Identify roles and responsibilities of team members and other stakeholders;
8. Explain a model for managing multiple projects;
9. Use network techniques to develop practical, realistic project schedules;
10. Use techniques to ensure timely completion of the project;
11. Use Gantt charts for project monitoring and for reporting;
12. Estimate project costs and prepare a project budget;
13. Plan project cash flow;
14. Control project costs, progress and the quality of deliverables;
15. Use the earned value approach to evaluate project status;
16. Assess a project as a financial investment (including the use of IIR and NPV);
17. Explain the benefits and limitations of systems such as MS Project and others;
18. Explain the basic principles of critical chain project management;
19. Create an environment conducive for project management;
20. Implement a system to authorize project work;
21. Implement a project office;
22. Implement a project management methodology;
23. Ensure the quality of project deliverables;
24. Apply quality management principles throughout the project lifecycle;
25. Use qualitative tools and techniques for quality management;
26. Identify the requirements for ISO 9001;
27. Implement a project risk management (PRM) process;
28. Use appropriate techniques to identify project risks;
29. Analyze risks through probability and consequence estimates;
30. Use appropriate techniques to sort, map and prioritize risk events;
31. Develop suitable responses to major risks;
32. Ensure that risk management plans are executed and risks controlled;
33. Develop strategies for managing cost, schedule and technical risk;
34. Apply human resource systems and processes throughout the project lifecycle;
35. Staff the project with the right people at the right time;
36. Motivate people and promote teamwork;
37. Explain the basics of the South African Labour Law;
38. Make recommendations regarding employment contracts, dispute resolution and affirmative action;
39. Plan for project procurement;
40. Formulate alternative strategies to outsource project work;
41. Explain the basics of the South African Law of Contract;
42. Recommend an appropriate type of procurement contract;
43. Draft documentation to solicit proposals/bids from subcontractors;
44. Call for and evaluate proposals/bids from subcontractors;

- 45. Select a subcontractor and draft a contract for signature;
- 46. Manage and administer project contracts through execution and closeout.



The coordination process to be followed on this project:

1. Employees meeting the admission requirements and interested in participating on this project are to download the information form and submit to their manager, along with their own Internal Training Request Form for approval.
2. Once approved, the candidate is to complete the online enrolment form, print it and have their manager to sign the enrolment form, the terms of participation form and the pro forma invoice that will be mailed to you.
3. Authorized enrolment documentation is to be faxed to the project coordinator on (011) 315-2917. The invoice and approval forms are to be sent to finance for processing of payment.
4. The project coordinator confirms electronic enrolment against faxed enrolment and starts the registration process, communicating and coordinating the learners, the provider, venue and catering supplier.
5. The project coordinator will collect and gather further specific information from learners, trainers, mentors/coaches, supervisors, assessors and managers in the workplace, and capture data to the quality management system database.
6. After the training, learners and supervisors complete questionnaires; our project coordinator will capture the data and post a diagnostic report to this website relating to the measurement of skills transfer of the participants. Access shall be granted to their training manager, authorizing manager, lecturer and the learners themselves.
7. Assignments are completed for each of the eight study blocks and submitted on the first day of the next study block. The University of Pretoria assesses the participants and completes assessment reports.
8. After the summative assessment, learner achievement is measured and a comparative analysis conducted. Assessors complete questionnaires and results are captured and analyzed; the results are posted to this website and distributed to the assessors, authorizing manager, training manager, lecturers and the learners.
9. Candidates are deployed to specific projects where they will implement the skills learned and competence gained. Both the employer and learner shall benefit from the project assignments implemented in the organization.
10. Three months after the training and assessment have been completed, the impact on productivity will be measured. Learners and their managers complete questionnaires and the data captured and analyzed; a diagnostic report is then posted to this website. Access shall be granted to their training manager, authorizing manager, lecturer and the learners themselves.
11. Participants attend a graduation ceremony at the University of Pretoria (or at IPD House in Midrand) where certificates to qualified practitioners will be presented and due recognition of academic achievement given.
12. Twelve months after the training and assessment, the effect the project had on profitability will then be measured. The training committee and the training manager from the relevant company / department will complete the organizational impact questionnaire that aims to identify the impact the project had on overall organizational performance. The project coordinator captures the data and issues a diagnostic report to the relevant Training Committee for consideration. The Workplace Skills Solutions quality manager for ongoing improvement makes further recommendations to the client.

Enquiries & registrations:

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