



Basic Project Management

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

This basic project management workshop has been designed to assist project managers, administrators, and team members to plan for and execute projects and tasks efficiently and fully. This basic project management course is essential for all managers, supervisors, project managers, personal assistants, organisers, and team leaders.

The basics as described in this workshop offer the bedrock for organised and controlled, measured and successful completion of tasks and projects whilst encouraging accountability, managing risks and full understanding of the scope and mandate.

About this Course...

The basics as described in this workshop offer the bedrock for organised and controlled, measured and successful completion of tasks.

Who Should Attend this Course?

This course will benefit project managers, line managers, supervisors, leaders, production staff, design staff.

Outcome

At the end of the workshop the delegates will be able to define the scope of a project, understand and use standard project management methods and manage key projects with full knowledge of time, scope, quality and cost.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
252022	5	8	Develop, implement, and evaluate a project plan

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 2-Days

Content

Topic	Details
Introduction to Project Management	• Understanding the different models • What are the basic theories we can model our actions on?
Understanding Phases	• Dividing a project into phases makes it possible to lead it in the best possible direction • Initiation phase, definition or planning phase, design and development phase, implementation phase, follow-up phase (closing)
Identifying the Nine Aspects of Project Management	• The essential components of managing a project and understanding the weight of each in the successful completion of a project
Defining Scope	• Without a detailed understanding of this essential aspect the whole project is doomed • Analysing deliverables, boundaries and requirements • Eliminating scope creep
Managing the Client and Stakeholders	• Business or Politics? • It is necessary to know who the client actually is and who needs to be involved to ensure the successful completion of the project
Organising the Team	• It is important that you have the right team and one that will stick with you throughout the project in order for the project to be successful
Cost Identification and Analysis	• Understanding the financial aspects and implications
Task Identification and Analysis	• Using charts, plans and related project management methodologies
Risk Identification and Analysis	• Identifying and managing risk through an understanding of the risk management register and cycle
Quality Management and Control	• The end result of a project should meet certain standards and quality requirements
Communication Plan	• Information factor concerns how, by whom and on which basis decisions can be taken
Analysing the Value of the Project	• Identifying the business value of the project

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

[Enneagram Group Coaching Journey](#)

[Enneagram: Insight to Action](#)