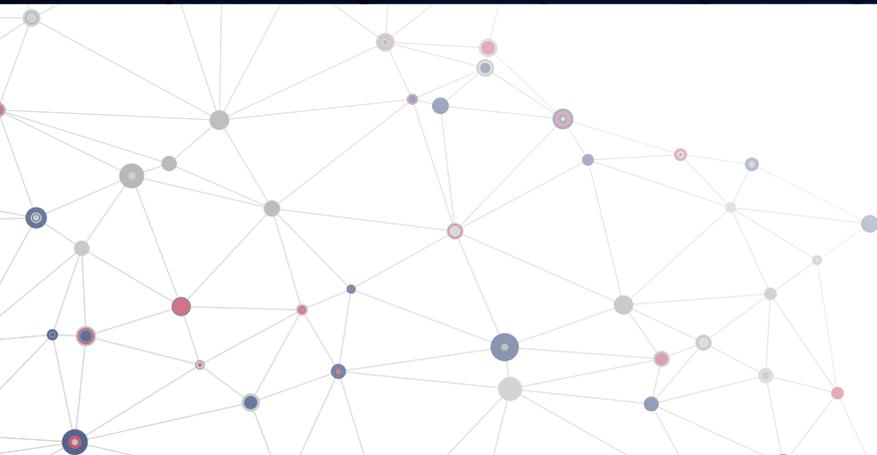




# PROJECT MANAGEMENT SHORT LEARNING PROGRAMMES



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# PROJECT MANAGEMENT LEARNING PATH



## *Essentials of Project Management*

- 
- Academic level 5
  - 4 weeks



## *Project Management Mastery*

- 
- Academic level 6
  - 8 weeks



## *Advanced Project Management*

- 
- Academic level 7
  - 6 months

# ESSENTIALS OF PROJECT MANAGEMENT

## OBJECTIVES OF THE PROGRAMME

Essentials of Project Management emphasises creating a comprehensive project plan and provides a robust, comprehensive understanding of project management covering all the essential aspects to successfully manage and deliver a project.

## LEARNING OUTCOMES

- Discuss fundamental concepts of project management as defined by Project Management Body of Knowledge, including key definitions and the ten knowledge areas
- Explain the value of each phase in the project lifecycle, from concept and initiation to planning, executing, monitoring and controlling, and closing
- Develop a basic Work Breakdown Structure to organise tasks and responsibilities, with the ability to create a three to five level WBS for a simple project
- Create Gantt charts to schedule tasks over the project duration
- Apply knowledge of Microsoft Office and Project Libre for project planning, including WBS and Gantt charts
- Explain the basics of cost estimating, budgeting, direct and indirect costs, and procurement planning
- Discuss the foundations of these three key areas and apply basic techniques in a project context
- Explain the interrelationship between scope, quality, time, and cost and how changes in one aspect can impact the others
- Develop a project plan during execution and the basic principles of team management and accountability
- Discuss the basics of tracking project progress, managing deviations from the baseline plan, and handling changes
- Explain the importance of the closing phase, including creating post-mortem reports and documenting lessons learned in managing a project



### WHO SHOULD APPLY?

Essentials of Project Management is intended for individuals with little to no experience in project management. This could include but is not limited to professionals transitioning into a project management role, graduates and early-career professionals, entrepreneurs and small business owners, team members involved in project execution.



### ENTRY REQUIREMENTS

- Be at least 20 years old
- Be in possession of a National Senior Certificate (would be beneficial but is not a requirement)
- Have at least 2 years of workplace experience
- Submit a manager/supervisor recommendation.
- Submit a short application letter, expressing the desire to enroll for the SLP



### MODE OF DELIVERY

Public intakes (x2): Online  
In-house intake: Face-to-Face or Online



### DURATION

- 4 weeks
- Supplemented with virtual contact sessions



### RESOURCES

- All resources and study material will be available on the learner management system upon registration of the programme
- Participants need to have access to a laptop or desktop computer and secure internet connection
- All virtual sessions will be presented on the learner management system, unless otherwise communicated



### ENDORSEMENT

- After the successful completion of the programme, a participant will receive a certificate issued and endorsed by the UFS
- All short learning programmes can be customised and offered on an in-house basis
- Academic level: 5
- Learning hours: 100

# PROJECT MANAGEMENT MASTERY

## OBJECTIVES OF THE PROGRAMME

This short learning programme aims at equipping the candidate to understand the role of project management in achieving the organisational strategy and to successfully plan and execute high-quality (time, cost and scope) strategic projects through the application of practical guidelines and easy-to-use templates and software. Making use of real case studies and projects to facilitate the learning process.

## LEARNING OUTCOMES

- Apply advanced project management concepts, methodologies, and processes
- Evaluate and select appropriate project management methodologies (Agile, Scrum, Kanban, Waterfall, PRINCE2) for specific projects
- Identify, analyse, and manage project and programme risks, developing risk mitigation strategies
- Apply advanced project planning tools and techniques, including project scheduling, resource allocation, and schedule optimisation
- Utilise project management software for resource allocation, schedule optimisation, and establishing a baseline plan
- Develop and implement comprehensive quality, communication, and stakeholder management plans
- Lead project teams through various stages of development, fostering effective communication and accountability
- Implement advanced monitoring and control techniques, including Earned Value Management, to track project progress and manage deviations
- Execute a successful project closure, including benefit realisation, transition of deliverables, and capturing lessons learned
- Apply advanced project management knowledge and skills to solve complex case studies, mirroring real-life project scenarios



### WHO SHOULD APPLY?

Project Management Mastery is intended for early-career project managers, specialists transitioning to project roles, business owners and entrepreneurs, professionals in leadership roles, individuals in diverse fields, individuals preparing for further education.



### ENTRY REQUIREMENTS

- Be at least 21 years old
- Be in possession of a National Senior Certificate
- Have at least 3 years workplace experience
- Submit a manager/supervisor recommendation
- Submit a short application letter, expressing the desire to enrol for the SLP



### MODE OF DELIVERY

- Public intakes: Online
- In-house intakes: Face-to-Face or Online



### DURATION

- 8 weeks
- Supplemented with virtual contact sessions



### RESOURCES

- All resources and study material will be available on the learner management system upon registration of the programme
- Participants need to have access to a laptop or desktop computer and secure internet connection
- All virtual sessions will be presented on the learner management system, unless otherwise communicated



### ENDORSEMENT

- After the successful completion of the programme, a participant will receive a certificate issued and endorsed by the UFS
- All short learning programmes can be customised and offered on an in-house basis
- Academic level: 8
- Learning hours: 200

# ADVANCED PROJECT MANAGEMENT

## OBJECTIVES OF THE PROGRAMME

All modern managers need to be equipped with Project Management skills to effectively manage ever changing environments. The programme is designed with the Project Lifecycle as foundation for applying planning and control techniques. Although powerful (but inexpensive) project management software is readily available for personal computers, its application will only be effective if the planning and control techniques are clearly understood. The project manager needs a comprehensive toolkit – just as a plumber works with a bag of tools, so the project manager works with a computer producing organisation charts, work breakdown structures, bar charts, resource histograms and cash flow statements. The programme integrates the use MS Project Software.

## LEARNING OUTCOMES

- Explain the history and application of the science of project management, to establish foundational definitions and concepts including the project lifecycle
- Conceptually define good projects, get the right people involved and assess project feasibility
- Apply planning tools and techniques used in project design
- Apply best practices in project execution and control through people management
- Perform formal project closure
- Perform project planning and control with the use of project management software



### WHO SHOULD APPLY?

This short learning programme serves as a basis for further studies in business, management and leadership. The programme is aimed at general managers, project managers, project planners, project co-ordinators, project schedulers, construction managers, IT project managers and members of a project office.



### ENTRY REQUIREMENTS

- Be at least 21 years old
- Be in possession of a National Senior Certificate
- Have at least 3 years workplace experience
- Submit a manager/supervisor recommendation
- Submit a short application letter, expressing the desire to enrol for the SLP



### MODE OF DELIVERY

- Public intakes: Online
- In-house intakes: Online, Face-to-Face or Blended Learning



### DURATION

- 6 months online
- Supplemented by three blocks of virtual contact sessions



### RESOURCES

- All resources and study material will be available on the learner management system upon registration of the programme
- Participants need to have access to a laptop or desktop computer and secure internet connection
- All virtual sessions will be presented on the learner management system, unless otherwise communicated



### ENDORSEMENT

- After the successful completion of the programme, a participant will receive a certificate issued and endorsed by the UFS. Recognition to the Higher Certificate in Management Development is available
- All short learning programmes can be customised and offered on an in-house basis
- Academic level: 7
- Learning hours: 700



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be worth more



### ENQUIRIES

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