EXECUTIVE SUMMARY
Project Planning for Success
NQF Level 4

Faculty of Business: Management Sciences

Learning Programme Title	Project Planning for Success
Learning Programme ID	120372, 120373 and 120385
Registration End Date	30-06-2018
Last Date for Enrolment	30-06-2019
Duration	5 Days
NQF Level	4
Minimum Credits	21
Learning Assumed to be in Place	▪ Communication skills ▪ Numerical Skills
Originating Qualification	FETC: Project Management NQF Level 4

Course Synopsis and Target Group

The person credited with these unit standards is able to begin operating in a project environment by

- understanding the terminology used and interpreting and explaining fundamental concepts of project management.
- participating in the identification of stakeholders and their needs and expectations, as well as preparing scope documentation and assisting in monitoring scope.
- being involved in project management teams or involved in building small project management teams.

Learners accessing this standard will be involved in project management teams or involved in building small project management teams.

Specific Outcomes

- The qualifying learner is able to:
- Explain the nature of a project.
- Explain the nature and application of project management.
- Explain the types of structures that are found in a project environment.
- Explain the application of organisation structures in a project environment.
- Explain the major processes and activities required to manage a project.
- Contribute to the identification and co-ordination of stakeholders, their roles, needs and expectations.
- Contribute to the identifications, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables.
- Contribute to preparing and producing inputs to be used for further planning activities.
- Contribute to the monitoring of the achievement of the project's scope.
- Demonstrate an understanding of project management tools and techniques.
- Use a range of project management tools and techniques.
- Apply corrective action steps where project management tools and techniques usage problems occur.

Content Outline

The following topics are covered in the contents:

- What is a project?
- Project work versus non-project work
- The basic project life cycle
- How do projects come about and what are some of the reasons for embarking on a project
- Types of projects
- Defining project management
- Project management processes
- The difference between project management and general management
- The difference between project management processes and technical processes
- The difference between a project team member and project manager
- Reasons for defining structures
- Programme and project hierarchies
- Why should a project be broken down into smaller manageable parts
- Breakdown structures
- Project closure
- Additional management sub-processes
- The importance of planning and controlling

- Stakeholder identification
- Stakeholder needs and expectations
- Project deliverables vs. Stakeholder needs
- Change control
- Comparing Length in Meters
- Comparing Volume by Metric Prefixes
- Temperature Conversion from Celsius to Fahrenheit
- Comparing Scientific and Standard Notation Numbers
- Comparing Scientific Notation
- Agreeing objectives
- Identifying and recording assumptions, needs, etc.
- Work packages
- Work breakdown structure
- Scope documentation
- Scope document and milestones
- Communication of scope document
- Project success evaluation
- Progress feedback
- Identifying deviations from scope
- Identifying the impact of change
- Controlling change
- Project deliverables
- Identification of Project Management Tools and Techniques
- Limitations and Advantages of Project Management Tools

Content Outline	
▪ Project Management Tools and Techniques ▪ Output of Project Management Tools and Techniques ▪ Identifying Problems with the usage of Project Management Tools and Techniques	▪ Identifying Possible Solutions ▪ Implementing Authorised / Agreed Solutions

Qualification Overview

ID	Unit Standard Title	Level	Credits
120372	Explain the fundamentals of project management	4	5
120373	Contribute to project initiation, scope definition and scope change control	4	9
120385	Apply a range of project management tools and techniques	4	7
		TOTAL	21