IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL










Imsimbi Training proudly presents

National Certificate: Project Management NQFL 5

SAQA ID: 58395 – 120 credits - 25 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

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PURPOSE OF THE PROGRAMME

Most organisations are directing their efforts at growing market-share through formally structured and controlled initiatives. These initiatives are generally recognised as being **projects**.

Managing a project, as a value driver for your organisation, requires disciplines that can be acquired through formal training.

We, at Imsimbi, provide a course that will take you through the classical approaches and phases that are internationally recognised as being crucial for successful project delivery.

This certificate course will enable you to face complex project challenges with confidence, prepare you to deal with common challenges and find creative solutions – all within recognised and accepted processes.

This course will be suitable for anyone wishing to advance their project management skills. Project management is a highly marketable skill in our growing economy – we need more skilled and competent project managers.

This level 5 qualification will give you a highly marketable qualification when advancing in your career.

This course can also be offered as a learnership.

WHAT DO PROJECT MANAGERS DO?

A Project Manager is responsible for the successful delivery of the project's objects and aims. Moreover, it his or her job to make sure that project goals and objectives are achieved on time, within budget and with the required quality. Project Managers generally have the following duties and tasks:

- The drawing up of a detailed project plan
- Assembling a competent project team and obtaining resources that will be needed
- Motivating project team members
- Managing risk in relation to the project
- Delegating tasks efficiently, and following up on progress
- Communicating with all relevant stakeholders and providing regular progress reports
- Negotiating and contracting with external suppliers and service providers
- Evaluating the project once it has been completed

COURSE CONTENT

Qualifying learners working on a project will have the necessary knowledge, skills and attitudes to function more effectively in a professional manner, add value to their job and enhance their ability to follow and implement policies and procedures. On achieving the competencies included in this qualification, the learners may advance their careers in Project Management, Project Support Services or General Management within an organisation, across all sectors.

It is against this background that the programme has been clustered into the **five MODULES.** The break-down of the skills programmes is highlighted below:

MODULE 1: MANAGE PROJECT SCOPE AND TIME

I.D.	U/S Title	Type	Level	Credits
243814	Establish a project or project phase and its processes for a simple to moderately complex project	E	5	14
243811	Determine the work required to accomplish the objectives and organise the scope of a simple to moderately complex project	C	5	7
243820	Develop an optimised work and resource schedule for a simple to moderately complex project	C	5	12
			TOTAL CREDITS	33

Exit Level Outcome 2	Plan the project.
Associated Assessment Criteria	**Associated Assessment Criteria** Project deliverables, scope, work, schedules, costs and risks are defined using project management principles and techniques. Product development and change control procedures are planned and agreed with stakeholders. Project plan components are developed and integrated into an approved and documented project management plan.
Exit Level Outcome 3	Execute and control the project.
Associated Assessment Criteria	**Associated Assessment Criteria** Project work is undertaken and products delivered in accordance with project requirements, the project management plan and agreed procedures. Performance is measured in comparison with project plans and preventative and corrective actions are identified and implemented in line with project plans and procedures. Project administration is undertaken in accordance with project plan, required standards and procedures.



MODULE 2: MANAGE PROJECT COMMUNICATIONS

I.D.	U/S Title	Type	Level	Credits
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	F	5	5
115790	Write and present for a wide range of purposes, audiences and contexts	F	5	5
115823	Gather and manage information for decision-making	F	5	5
			TOTAL CREDITS	15

MODULE 3: MANAGE PROJECT FINANCES

I.D.	U/S Title	Type	Level	Credits
243813	Develop a project cost management plan for a simple to moderately complex project	C	5	5
119350	Apply accounting principles and procedures in the preparation of reports and decision making	E	5	15
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	E	5	5
			TOTAL CREDITS	25



MODULE 4: MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES

I.D.	U/S Title	Type	Level	Credits
243815	Manage stakeholder relations on a project		5	12
243980	Manage risks on a simple to moderately complex project	C	5	6
15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	E	5	4
243824	Develop an integrated Project Management plan for a simple to moderately complex project	C	5	8
		TOTAL CREDITS		30

MODULE 5: MONITOR ,CONTROL EXECUTION AND PROJECT CLOSURE MANAGEMENT

I.D.	U/S Title	Type	Level	Credits
243812	Monitor and control the execution of the project management plan for a simple to moderately complex project	C	5	12
243819	Coordinate the closure of a simple to moderately complex project	E	5	8
		TOTAL CREDITS		20

