



Overview

Welcome to this five-day learning programme that will lead you to greater understanding of contributing to **project initiation, scope definition, scope change control and developing a schedule** to facilitate **effective project execution**.

This **Advanced Project Management** course are both **Services SETA unit standard-aligned AND Project Management Institute (PMI)** aligned for your Project Management Professional (PMP)[®] certification exam, the only such course aligned to both local and international bodies.

The person credited with this unit standard is able to **participate in the identification of stakeholders and their needs and expectations**, as well as **preparing scope documentation and assisting in monitoring scope**. Learners accessing this standard will be involved in project management teams or involved in building small project management teams. These projects may be technical projects, business projects or developmental projects and will cut across a range of economic sectors.

Features and Benefits

1. This course is accredited with **Services SETA** upon successful completion of your **Portfolio of Evidence (PoE)** for **Unit Standard SAQA ID 120373 & 120384**.



2. Learnfast is a **Project Management Institute (PMI)** Authorized Partner and this course is aligned with the Project Management Professional (PMP)[®] certification exam.



3. Get **12 months** access to your course via our **myWay Learning Platform** that includes video lectures, extra resources, questionnaires and much more.

4. Take full advantage of our new **Hybrid Learning** by attending **on campus or virtually**. Have all your classes ready to be **downloaded and watched** anytime, anywhere.



5. Project Managers will **gain more confidence** and enhance their **project implementation** skills.



Course Prerequisites

It is assumed that the learner:

- is competent in mathematics and communication skills at NQF level 4 or equivalent
- computer literacy and applicable software at NQF level 4 or equivalent
- ID120372 - Explain fundamentals of project management



Duration

In Class/Virtual Class, Hybrid Learning 5 Days (08:30 – 16:00) Classes are presented via our **Hybrid Learning** allowing learners the **flexibility** to attend on campus or in the comfort of their home or workplace.

Online, Mentored Learning 12 Months Self-paced, access anytime, anywhere via our myWay Learning Platform.



Payment Options

Full course fee payable upfront or apply for our 3 Month Finance Option (Deposit R2000 upfront, 3 Months' payment terms)

Course Accreditations



Accredited By

Services SETA: 12611

Unit Standards

US120373, NQF4, Credits: 9 and
US120384, NQF4, Credits: 8



Course Outline

Module 1: Stakeholders, Their Roles, Needs and Expectations

After completing this module, the learner will be able to contribute to the identification and co-ordination of stakeholders, their roles, needs and expectations.

- Identify project stakeholders and record or explain their roles on achievement of project outcomes with examples
- Identify project stakeholders' needs and expectations and document them according to an agreed format
- Verify project deliverables against the needs of stakeholders
- Document approved modifications to stakeholder needs and communicate them to relevant parties

Module 2: Project Needs, Expectations, Constraints, Assumptions, Exclusions, Inclusions and Deliverables

After completing this module, the learner will be able to contribute to the identification, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables.

- Agree objectives with all relevant parties
- Identify and record assumptions, needs, expectations, constraints, exclusions, inclusions and deliverables according to the agreed format
- Develop work packages to present overall view of the project scope
- Develop and document a work breakdown structure within agreed time frames

Module 3: Inputs to be used for further Planning Activities

After completing this module, the learner will be able to contribute to preparing and producing inputs to be used for further planning activities..

- Compile scope documentation in accordance with instructions and procedures
- Ensure that scope document contains a rudimentary sequence of events and/or milestones Ensure that scope document is communicated to stakeholders for approval
- Record measures for project success in the agreed format

Module 4: Monitor Achievements of the Project's Scope

After completing this module, the learner will be able to contribute to the monitoring of the achievement of the project's scope.

- Ensure that feedback of progress towards delivering the scope is communicated in agreed manner
- Identify deviations from scope and communicate opportunities for corrective action or improvement to the relevant individuals/teams
- Identify, analyse, describe and report the impact of scope change according to agreed procedures
- Process approved change requests to scope in accordance with project change control procedures
- Verify project deliverables as complete as per agreed scope definition or specified requirements

Module 5: Understand the Purpose and Process of Scheduling Project Activities

After completing this module, the learner will be able to demonstrate an understanding of the purpose and process of scheduling project activities.

- Describe and explain the purpose and importance of a schedule of activities on a project
- Explain the schedule development process in accordance with established industry practices
- Explain the differences and implications of project completion within the shortest possible time and at specified due date
- Explain the use of a work breakdown structure in assisting the development of a schedule



Delivery Methods

- Campus-based
- On-Site
- Virtual Live
- Online Self-paced



What you get

On completion learners will earn:

- **Certificate of Completion** from Learnfast
- **Certificate of Competency from Services SETA** upon successful completion of the PoE process (Moderated and found competent)

Note: All certificates are electronically issued.



Outcomes and Objectives

Upon completion of this course and successful assessment Candidate Facilitators will have acquired these skills

- Contribute to the identification and co-ordination of stakeholders, their roles, needs and expectations
- Contribute to the identification, 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 the purpose and process of scheduling project activities
- Define and gather information about project activities from technical (subject matter) experts and within own field of expertise
- Develop a simple schedule for a project or part thereof

For more information, please contact a student advisor:

JHB: 012 262 2054 | Cape Town: 021 531 6803 | info@learnfast.co.za | www.learnfast.co.za



Course Outline

Module 6: Define and Gather Information about Project

Activities After completing this module, the learner will be able to define and gather information about project activities from technical (subject matter) experts and within own field of expertise.

- Identify and prioritise activities specific to a project within the objectives and scope of the project
- Identify specific project activities and gather information from technical experts
- Document activities at a level of detail to support further planning activities
- Update associated documents to reflect identified activities

Module 7: Develop a Simple Schedule for a Project

After completing this module, the learner will be able to develop a simple schedule for a project or part thereof.

- Identify and record activity dependencies in agreed format
- Produce an activity sequence and show it in a schedule
- Source time duration estimates for activities from responsible individuals
- Update the schedule with time duration estimates
- Identify resources required for activities, allocate them to work and document them per activity according to agreed processes and formats
- Determine the project duration and record it in the agreed format
- Present the project schedule to stakeholders in an agreed format

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