

# Special Promotion for all Durban Chamber Members

## Project Management Fundamentals

Region: Durban  
Date: 4-6 March 2014

*The project administrator/project team member plays a valuable supporting role to any Project Manager or team, and this requires of the project administrator to have well rounded project management administrative skills. This programme is aimed at assisting the project administrator/project team member in understanding their critical role and developing the required skills to contribute towards successful project management.*

### Programme Outcomes:

At the end of this programme learners will be able to:

- Explain the fundamentals of project management
- Implement project administration processes according to requirements
- Conduct project documentation managed to support project processed
- Plan, organise and support project meetings and workshops
- Work as a project team member

### Programme Content:

Programme content includes but is not limited to:

The fundamentals of project management:

- Projects: Characteristics, types, project life cycle
- Project Management: Processes, general management, technical processes, team members and project managers
- Structures: Programme and project hierarchies, structure for work products & cost breakdowns
- Organisation Structures: Stakeholders, roles and responsibilities
- Processes & Activities: Key processes & activities

### Implement project administration processes:

- Change in projects: Change control, initiating change, processed & templates, log & file, change status
- Update & communicate: project status, tracking changes, communicate impact
- Project Library: authorisation & approval, distribute change documents, communicate
- Project information: Structure, communicate plans, skills registers, leave & training registers, template

### Conduct project documentation management:

- Filing systems



people ▶ productivity ▶ performance™

### WHO SHOULD ATTEND?

Team Leaders, Supervisors, First Line Managers, or any employees that have been identified for development into supervisory/management positions

### COURSE DURATION:

Three (3) days

### VENUE:

Primeserv Umgeni Business Park

### FEES:

R5 400 per learner (VAT excl.) 15% discount for booking three or more learners on a programme

In-house programmes conducted for groups of eight (8) or more learners on request

Additional accredited short learning programmes, Qualifications/Learnership

- Standardise processes
- Templates
- Document handover
- Documentation management process

#### **Plan, organise and support project meetings and workshops:**

- Effective meetings
- Meeting participants
- Meeting preparation & logistics
- Hand-outs and presentations
- Minutes of meetings
- Meeting etiquette
- Chairing brainstorming meetings
- Conducting a workshop
- Meeting terminology
- Meeting agenda

#### **Work as a project team member:**

- Project teams: Team work, team behaviour, team dynamics
- Work in a project team: supporting & consulting team members, authority levels, collaboration
- Building relationships: Clients & stakeholders, communication, commitment
- Positive teams: Team goals, team spirit, relationships, trust & support, feedback
- Respect team members: Differences between team members, respect, conflict, acknowledge team members

#### **Credits contribute towards the following qualification**

- 50080: Further Education and Training Certificate: Project Management (NQF4)

#### **Unit Standard alignment**

- 120327: Explain fundamentals of project management
- 120376: Conduct project documentation management to support project processes
- 120382: Plan, organise and support project meetings and workshops
- 120381: Implement project administration processes according to requirements
- 120379: Work as a project team member

Qualifications/Learnership, workshops and consulting services available

Please access our Registration Form, Company Profile and Course Outline by clicking on the links below

All fees quoted are VAT exclusive **15% discount for booking three (3) or more learners on a programme**

In-house training for groups of eight (8) or more.

Additional accredited skills programmes, qualifications/learnerships, workshops and consulting services

[Registration Form](#)

[Company Profile](#)

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