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**MILPARK**  
BUSINESS SCHOOL



**JOHANNESBURG:  
DURBAN:**



## **SHORT COURSE IN FUNDAMENTALS OF PROJECT MANAGEMENT**

### **DESCRIPTION**

Milpark Business School is a higher education provider with primary focus in the areas of Management Leadership, Banking and Insurance. To complement our offerings through full qualifications in these areas, a series of Short Learning Programmes are continually being developed to satisfy identified special purpose needs of our clients and South Africa as a whole.

The Short Course in Fundamentals of Project Management is designed to provide students with an exciting entry into what is fast becoming the new way of working effectively. All organisations, no matter what their primary motive is, demand the optimum employment of financial, time and other resources in order to deliver performance within the predefined scope. The current global economic realities leave no room for wastefulness and wishful thinking.

This short course certificate programme offers a comprehensive coverage of the skills and knowledge required by practising or aspiring project team administrators and aims to enhance your capacity to participate effectively in a project team environment. It sets the groundwork for subsequent studies in Applied Project Management. The programme recognises the existence of various international professional bodies in Project Management, each seeking to advance a particular bias in its approach to the subject.

Project Management literacy is perceived by many organisations today as the third and compulsory level of literacy, after basic literacy and computer literacy. Therefore, anybody who is serious about personal and career growth will, at some stage, find the need to acquire formal Project Management knowledge and skills. It is a decision that should be made sooner rather than later. Your training partner may just be the difference in expediting this dream.

### **ADMISSION REQUIREMENTS**

Open enrolment

Literacy and numeracy at NQF Level 3 or equivalent is recommended.

### **CERTIFICATION**

Upon successful completion of the study programme and internal assessments, candidates will be awarded the Short Course Certificate in Fundamentals of Project Management by the Milpark Business School. This qualification is endorsed by Project Management South Africa.

Milpark Business School is a registered education provider with the PMSA and is also registered with the Department of Education as a Private Higher Education Institution (registration number 2007/HE007/003).

## **EXIT LEVEL OUTCOMES**

After completing this programme, the candidates will:

- Have an understanding of Project Management as a contemporary management approach with unique benefits in comparison to traditional management approaches.
- Have a comprehensive understanding of the project cycle and the applications of project management knowledge areas and process groups at different stages of project management.
- Have a fundamental understanding of the four major project constraints and the interdependencies among them.
- Have an understanding of the importance and ways of contributing to effective communication and interpersonal skills in a project environment.
- Be able to develop simple project management documents including project planning, monitoring, evaluation and reporting tools.
- Start inculcating good project management habits as a way of life.

## **PROGRAMME OUTLINE**

- An overview of Project Management as a knowledge area and career
- The project lifecycle: phases, challenges and implications
- Feasibility studies and project planning
- Project scheduling
- Scope management
- Project control and evaluation
- Managing project teams
- Communication and Project administration

## **ASSESSMENT**

An integrated approach to assessment is applied. This includes individual and group formative assessments as well as an individual summative assessment. The practical nature of the programme is emphasised in all assessments.

## **DURATION**

### **40 Hours / 10 Weeks**

This short course will be offered over 40 contact hours, on a part-time basis. Lectures will be scheduled on Saturdays (4 hours each). Results of internal assessment will be released within 4 weeks of completion of the course. Students may be given a second and final opportunity to retake assessments in which they were initially unsuccessful.

## **FURTHER STUDIES**

The Short Course in Fundamentals of Project Management is designed as the stepping stone to further training in Project Management. Successful candidates will be eligible for admission into the short course in Applied Project

Management. Where appropriate, students will also be considered for internal articulation and exemptions. Students may also wish to enrol for the practical application short course, MS Project, which is offered concurrently with the Fundamentals of Project Management course, or may be undertaken separately, after completion of the Fundamentals of Project Management short course.

## **ABOUT THE BUSINESS SCHOOL**

Milpark Business School offers a range of tertiary qualifications, conditionally accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers both distance-learning and contact-learning options, and workshops. The programmes range from a variety of Certificates and Diplomas to an MBA and a BCom in Banking Management.

## **PRICING**

The fees include prescribed textbooks, comprehensive learner guides and one cycle of internal assessments.

Please contact the Milpark Business School sales department for more details.

## **DISCLAIMER**

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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