DESCRIPTION

PROGRAMME PURPOSE

In today's highly competitive business environment, the optimal utilisation of resources within a constrained environment yields significant advantages to any organisation. Knowing how to manage time, budgets, people and other resources, while meeting customer expectations, is of utmost importance in any job. All organisations, no matter what their primary motive is, demand the optimum employment of resources in order to deliver performance within predefined scope. Project management, a scarce skill in South Africa, is a multi-disciplinary field that incorporates this beneficial knowledge and skill set.

This six-week course, designed around the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBoK), will equip the participant with the foundational knowledge required to meaningfully contribute to the conceptualisation, planning, execution, monitoring and performance evaluation of projects. The course follows the project management lifecycle approach and progressively introduces the participant to a logical sequence of project management processes.

The course also aims to prepare the participant for further studies in the field of project management, such as Milpark's Short Course in Applied Project Management.

This short course is right for you if you have one or more training or career needs below:

- I am seeking an entry into a career in project management.
- I would like to refresh my knowledge of project management.
- I seek formal education in project management to complement prior practical exposure to project management practice.
- I am a functional manager and would like informed insights into project management, as it impacts on my department.

- I would like to gain better understanding of the fundamental principles of project management in order to prepare for the Applied Project Management short course.
- I am a project team member and seek the skills to meaningfully participate in projects.
- I am a project management professional and want to earn continuous professional development points.

The course design focuses on core elements of project management, which can be applicable to any industry. Accordingly, if warranted by client requirements, the design can be adapted to highlight the relevant context.

Online learning provides you with the opportunity to complete the course in a flexible environment from any location. While you will be required to spend time online weekly, you will be able to structure your study time around your own unique work/personal schedule.

PROGRAMME OUTCOMES

On completion of this course, the qualifying candidate will be able to:

1. Demonstrate knowledge and an understanding of Project Management as a contemporary management approach with unique benefits in comparison with traditional management approaches.
2. Demonstrate a comprehensive understanding of the project lifecycle approach in the structuring of projects and the applications of the PMBoK project management knowledge areas and process groups at different stages of the project lifecycle.
3. Demonstrate a fundamental understanding of the four major project constraints and the interdependencies between them.
4. Demonstrate understanding of the importance of and ways to contribute to effective communication and interpersonal skills in a project environment.
5. Develop basic project management documents, including project planning, monitoring, and evaluation and reporting tools.

PROGRAMME STRUCTURE

The following key topics are covered in the course:

- 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.

MODULE DESCRIPTIONS

Online Short Course: Fundamentals of Project Management FOPM01-OS

ADMISSION REQUIREMENTS

Open enrolment, but literacy and numeracy at NQF Level 3 is recommended. Proficiency in English is required.

English proficiency

Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials direct students to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Minimum system requirements

1. Reliable internet connection with continuous access
2. Firefox/Internet Explorer/Chrome web browser
3. Microsoft Word
4. The means to open and read PDF documents
5. The means to scan and upload documents
6. Email/cellphone for notification and communication.

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no

limit to the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark* (*myCourses*).

ASSESSMENT

An integrated approach to assessment is applied. The practical nature of the course is emphasised in all assessments.

The following are examples of assessments/activities that you could be exposed to during your course:

- Online quiz or online test
- Individual and/or group assignments with open-ended questions
- Online discussion forums with other students and your course lecturer
- Watching videos and summarising the main points
- Reading and engaging with study material, articles or information on websites
- Researching a specific topic and summarising your findings.

The exact structure of your assessments will be communicated to you in a detailed assessment plan when the course commences. A minimum final mark of 50% will be required in order to complete the course successfully.

DURATION

This course will run over a period of four weeks, running from Tuesday to Tuesday every week.

CERTIFICATION

Upon successful completion of the study programme and internal assessments, candidates will be awarded the Short Course Certificate in the Fundamentals of Project Management.

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 at any time apply for admission to any of Milpark's further or higher education qualifications, where they may be admitted, subject to the admission requirements of each qualification.

PRICING

The course fees include access to the online environment (including library services) for the full duration of the course, all study material, access to the lecturer online and one cycle of assessments.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the course 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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