



HEAD OFFICE CAPE TOWN: Tel: (021) 673-9100
Fax: (021) 673-9111
2nd Floor, Sunclare Building, Cnr Dreyer & Protea Roads
Claremont
PO Box 44235, Claremont, 7735
Email: register@milpark.ac.za Website:
www.milpark.ac.za
JOHANNESBURG: Tel: (011) 718-4000
DURBAN: Tel: (031) 266-0444



SHORT COURSE IN FUNDAMENTALS OF PROJECT MANAGEMENT

DESCRIPTION

Milpark Education 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 are 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 Education. This qualification is endorsed by Project Management South Africa.

Milpark Education 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 an individual formative assessment as well as an individual summative assessment. The practical nature of the course 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 (four hours each). Results of internal assessment will be released within four 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 MILPARK EDUCATION

Milpark Education offers a range of higher education qualifications, accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Education offers distance learning and contact learning, as well as supporting workshops. The qualifications include a variety of certificate, diploma, undergraduate degrees and the MBA.

PRICING

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

Please contact the Milpark Education sales department for more details.

DISCLAIMER

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

Email: info@milpark.ac.za

Website: www.milpark.ac.za