

OVERVIEW: Project Management

Accredited against unit standard: 10043

"Develop, implement and manage a project / activity plan."
NQF level 5, with 5 credits

In many organisations it's common to pull together a project team to meet a particular need; one that usually involves producing an end result or service that benefits the organisation or effects change. Getting to that end result successfully is what project management is all about.

Module 1

Strategy

At its core, project management centres around the planning and control of everything involved in delivering the end result. It is a process that every person involved needs to embrace, understand and execute.

- Introducing project management
- Project phases
- Work breakdown structure
- A case study

Module 2

Managing Project Finances

A well run project is completed on time, on spec, and on budget. It's generally the case that cost is one of the major factors in determining the success of a project.

- Project cost management
 - * Cost estimating
 - * Cost Budgeting
 - * Cost Control: change control, forecasting and project performance reviews

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Module 3

Business Requirements

Every new project in the workplace is created in a response to a business need. Yet we often find ourselves in situations where, despite spending time and resources, there's a mismatch between what has been designed and what is needed.

- Business requirements analysis
 - * Identify key stakeholders: involve the right people
 - * Position and understand your stakeholders
 - * What do your stakeholders want?
 - * Analyse and record the requirements
 - * Sign off
- Scope creep

Module 4

Project Initiation

Lack of clarity at the beginning as to where the project is heading can breed confusion; people start pulling in different directions, building up unrealistic expectations and harbouring unnecessary worries and fears.

- 6 steps to start your project off right
 - * Business case
 - * Feasibility study
 - * Project charter
 - * Project team
 - * Project office
 - * Review

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Module 5

Plot, Process and Develop

A flow chart will help you to think through and deal with the project issues before you start to build project deliverables. Problems are usually easier and cheaper to fix at the design stage than they are once implementation has started.

- Using a flow chart to analyse the project
- How to create a flow chart
- Prioritising the activities
- Build a prototype

Module 6

Close the Project

The best way to carry out a closure is to plan for it from the start. This way you can decide which criteria you will use to show that the project is actually complete.

- Guidelines to close a project effectively
- Creating a post-project report