



About This Course

Project management has evolved over time. Each day we are working on projects to reach an outcome/objective. Days have passed whereby only Project Managers require project principles to run their day.

Based on the principles outlines in the internationally recognised PMBOK, this workshop provides a fundamental look into project management. Exploring the tools and techniques to gain the outputs to run a project.

This course also entails the understanding and usage of application tools in MS Word, and MS Excel and an extreme understanding of the use of MS Projects.

A learner will leave with a theoretical as well as a practical understanding of how project phases are controlled.



Requirements

A good foundation of communication and numeracy would be required. Each learner will have to have a computer with MS Office and MS Project.



Seats

Workshop will only run at a minimum of 5.



Duration

2 Days

Essentials

- Defining a Project
- Defining Project management
- Role of a Project Manager
- Organisational Influences on project management

Core

- Project Stakeholder and Governance
- Composition of Project Teams
- Characteristics of the Project life cycle
- Working with Project Phases
- Project Management Process Groups
- Role of the Knowledge Areas

Applications

- Using MS Word to create project templates
- Using MS Excel to set up a budget and costing
- Using MS Project to plan, control and monitor a project

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