

Project Management Fundamentals Training Programme

Unit Standard:

- SAQA Unit Standard 10146, Supervise a project team of a developmental project to deliver project objectives. NQF Level 5, Credits: 14

Accreditation:

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602

Purpose of the Training

The Project Management Fundamentals Training Programme is ideal for those involved in project management teams or involved in building small project management teams. These projects may be technical projects, business projects or developmental projects and will cut across a range of economic sectors. This training programme will also add value to those

who are running their own business and recognise that project management forms an integral component of any business.

- Undertaking the management activities, from start to end, for a small project.
- Discussing and explaining the appropriateness of the various organisational structures.
- Supervising and monitoring a team working on a small project.
- Reporting progress on a developmental project.
- Identifying and rectifying problems occurring in a developmental project.
- Setting up, running and closing a developmental project.



Who Should Attend?

- Those wishing to attend a SETA Accredited training programme project management Project Managers
- Team Leaders and Supervisors
- Junior, Middle Management, Managers
- Human Resource Personnel
- Company owners

What are the Benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> Gains a formal qualification in Project Management. Credits towards a full qualification. Improves skills in managing and leading a team in the working environment successfully. Improves employability. 	<ul style="list-style-type: none"> Have a qualified Project Manager. Have efficient leaders. Have productive teams. Improved BEE scorecard. Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

Entry Requirements?

- Minimum requirement: NQF Level 4/Grade 12 or equivalent.

ENJO Consultants (Pty) Ltd

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Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Duration and Methods of Completion

Method	Duration	Comments
1. Class Attendance 3-Day A Portfolio of Evidence (PoE) is to be submitted within 3 months of the training. Portfolios may be handed in sooner if completed.	3 Days	<ul style="list-style-type: none"> Presented monthly at ENJO Consultants, Centurion. Attendance to be selected from the training schedule. Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance A Portfolio of Evidence (PoE) is to be submitted within 3 months of the training. Portfolios may be handed in sooner if completed.	3 Days	<ul style="list-style-type: none"> Training is presented live via a platform such as Zoom or MS Teams. Attendance to be selected from the training schedule. Training can also be presented for groups for a client (please contact us for a quote for this option).
3. Distance Learning (Self-Study) 3 months will be granted for the completion of the portfolio; however, the portfolio can be submitted sooner if completed.	Students are granted 3 months to submit the portfolio of evidence.	<ul style="list-style-type: none"> The learning material will be provided to the learner upon enrolment. Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL).		<ul style="list-style-type: none"> Qualifying persons can complete this training programme as RPL. A RPL Portfolio will be completed.
5. Class Attendance 5-Day Portfolio of Evidence (PoE) building takes place during class.	5 Days	<ul style="list-style-type: none"> Presented as a 5-Day Training Programme on special request from clients who are doing group bookings. Please contact us for a quote for this option.

Learning Material and Templates

The learning material consists of a Learner Guide and a Portfolio of Evidence

Does One Need to Write Exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

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This Programme Is Accredited for The Following Unit Standard:

SAQA US ID	Unit Standard Title	NQF Level	Credits
10146	Supervise a project team of a developmental project to deliver project objectives	5	14

Training Programme Outcomes

SPECIFIC OUTCOME 1

- **Discuss and explain the appropriateness of the various organisational structures:**
 - Alternative organisational structures are identified and how projects operate within each structure are identified.
 - Advantages & disadvantages of all organisational structures are explained.
 - Reasons for choosing particular organisational structures are described.
 - The interface and overlap between general management and project management is explained.
 - Examples of organisational structures are provided.

SPECIFIC OUTCOME 2

- **Supervise and monitor a developmental project team**
 - Supervision practices, with reference to project teams are described.
 - Project team objectives are confirmed in accordance with the scope of the project and requirements.
 - Project team progress is monitored and recorded against project plan.
 - Task workflow is organised to achieve minimal waste and delay.

SPECIFIC OUTCOME 3

- **Report progress on a developmental project**
 - A variety of reporting lines are recognised and explained.
 - Report priorities and requirements are described and documented.
 - Progress is documented and reported in accordance with established procedures.
 - Reports are produced according to donor specifications.
 - Progress report is produced within agreed time frame and format.

SPECIFIC OUTCOME 4

- **Identify and rectify problems occurring in a developmental project**
 - Potential problems are identified, recorded and notified in terms that allow resolution.
 - Symptoms of problems are identified and root causes determined.
 - Appropriate problem-solving methods and techniques are identified, selected and applied to solve the problem.
 - Unresolved problems are reported to higher authority.
 - Problems are rectified within set time frames.

SPECIFIC OUTCOME 5

- **Set-up, run and close a developmental project**
 - Project duration, start and end time and tasks are communicated and explained.
 - Project is set up within agreed time frames using identified personnel.
 - Project progress is observed against project scope and requirements.
 - Project work structures are applied and monitored.
 - Closing down procedures are followed

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