

Project Management Fundamentals Training Programme

Duration: 3 Days

Credits: 28

Unit Standard:

- SAQA Unit Standard 10146, Supervise a project team of a developmental project to deliver project objectives. NQF Level 5, Credits: 14
- SAQA Unit Standard 120388, Supervise a project team of a small project to deliver project objectives. NQF Level 5, Credits: 14

Accreditation:

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

Overview

The Project Management Fundamentals Training Programme is ideal for those working as a leader/supervisor or middle management who are in charge of teams and projects involving small teams and projects in any sector. Effective management of teams and Project Management forms an integral component of any business and contributes to successful teams and the success of the business. On successful completion one will be equipped to undertake the management of a small project from start to finish and will be proficient in the following:

- Undertaking the management activities, from start to end, for a small project.
- Supervising and monitoring a team working on a small project.
- Reporting progress on a small project.
- Identifying and rectifying problems occurring in a project.

Who should attend the training?

- Those requiring the skills in basic Project Management
- Those wishing to attend a SETA Accredited training programme project management
- Project Managers
- Team Leaders and Supervisors
- Junior, Middle Management, Managers
- Human Resource Personnel

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.

What are the entry requirements?

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

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543

Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion

Physical Address: Block 8, Ground Floor, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance Portfolio of Evidence (PoE) building takes place during class.	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 Portfolio of Evidence (PoE) building takes place during class.	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.	3 months the portfolio can be submitted sooner if completed.	<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.

Learning Material and Templates

The learning material consists of:

- Learner Guide
- 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	Outcomes
10146	Supervise a project team of a developmental project to deliver project objectives	5	14	<ol style="list-style-type: none"> 1. Discuss and explain the appropriateness of the various organisational structures 2. Supervise and monitor a developmental project team 3. Report progress on a developmental project 4. Identify and rectify problems occurring in a developmental project 5. Set-up, run and close a developmental project
120388	Supervise a project team of a small project to deliver project objectives	5	14	<ol style="list-style-type: none"> 1. Undertake the management activities, from start to end, for a small project. 2. Supervise and monitor a team working on a small project. 3. Report progress for a small project. 4. Identify and rectify problems occurring in a project.

How do I know that this programme is recognised?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme: Accreditation No: ETDP10602.
- On successful completion of the programme, ENJO Consultants will upload your results onto the ETDP database and you will receive a certificate.
- The ETDP SETA will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Email: training@enjoconsultants.co.za
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NOTE:

- This programme can be completed on its own.
- It also forms part of a variety of full qualifications.
- Full qualification presented by ENJO Consultants containing this training programme:

Qualification ID	Qualification Title	NQF Level	Credits
50333	National Diploma: Occupationally-Directed Education, Training and Development Practices	5	151

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Training Programme Outline

STUDY UNIT 1: ORGANISATIONAL STRUCTURES AND KEY STAKEHOLDERS FOR PROJECT MANAGEMENT

1. INTRODUCTION TO PROJECT MANAGEMENT
 - 1.1. UNDERSTANDING PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK)
 - 1.2. THE APPROPRIATENESS OF VARIOUS ORGANISATIONAL STRUCTURES
 - 1.3. GENERAL MANAGEMENT AND PROJECT MANAGEMENT
 - 1.4. IDENTIFY AND COMMUNICATE WITH KEY STAKEHOLDERS

STUDY UNIT 2: SUPERVISE A PROJECT TEAM OF A SMALL PROJECT TO DELIVER PROJECT OBJECTIVES

2. INTRODUCTION
 - 2.1. DEVELOP, AGREE AND COMMUNICATE A PROJECT MANAGEMENT
 - 2.2. IMPLEMENTING THE PLANNING CYCLE
 - 2.3. THE PROJECT INITIATION DOCUMENT (PID)
 - 2.4. SET UP, RUN AND CONCLUDE A PROJECT
 - 2.5. PROJECT EXECUTION
 - 2.6. MONITOR AND CONTROL
 - 2.7. CLOSING THE PROJECT

STUDY UNIT 3: SUPERVISION AND PROJECT MANAGEMENT

3.
 - 3.1. SUPERVISE AND LEAD A PROJECT TEAM
 - 3.2. SUPERVISION IN PROJECT MANAGEMENT
 - 3.3. THE ROLE OF THE TEAM LEADER/SUPERVISOR
 - 3.4. STEPS TO BUILDING AN EFFECTIVE TEAM
 - 3.5. ENCOURAGE PARTICIPATION IN DECISION MAKING
 - 3.6. DELEGATING TASKS
 - 3.7. MONITOR TEAM PROGRESS

STUDY UNIT 4: REPORT ON PROGRESS

4.
 - 4.1. REPORTING PROGRESS ON A PROJECT

STUDY UNIT 5: IDENTIFY AND RECTIFY PROBLEMS

5. INTRODUCTION TO PROBLEM SOLVING
 - 5.1. IDENTIFY AND RECTIFY PROBLEMS
 - 5.2. IDENTIFYING THE ROOT CAUSES AND DEVELOPING PLANS TO REMOVE THEM

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