

► OVERVIEW

INTRODUCTION

Project Management has become a prime technique for management of change in the modern business world. The Programme in Project Management of USB Executive Development (USB-ED) was developed by the University of Stellenbosch Business School to respond to this need in a practical, how-to-do-it way. More than 11 000 participants from more than 120 organisations across South Africa have completed this programme since 1992.

WHAT SETS THIS INTERVENTION APART?

This programme presents all the principles, processes, techniques and requirements for the focused and integrated management of substantial ad hoc tasks (i.e. projects) by a specific team against planned targets of time and cost, as opposed to functional management. No specific project management methodology is presented or promoted.

FOLLOW-UP PROGRAMMES

- Programme in Scheduling in MS Project (3 days)*
 - Programme in Advanced Project Leadership (5 days)*
 - Programme in Advanced Project Metrics (5 days)*
- * programme flyers available on request

PAST PARTICIPANTS' COMMENTS

"A well-prepared programme, presented by knowledgeable and articulate presenters. The content and resources provided were of high quality and greatly contributed to the overall learning experience." – Craig Smith, Engineering Manager, Hulamin

"Very practical and easy to apply at work." – KN Dineba, Manager: Technical Services, Umzimkhulu Municipality

"A total paradigm shift for me." – André C Botha, Manager: Logistics/Distribution, Voermol Feeds

► WHO

WHO SHOULD ATTEND?

This programme is aimed at middle to senior managers who need to launch or manage projects.

ADMISSION REQUIREMENTS

No tertiary qualification is required. Candidates with three years of general management experience may be admitted to the programme. However, it is strongly recommended and in the participant's own interest to have passed at least grade 12 Mathematics (standard) and to have English language competence at NQF level 5. A pocket calculator for basic arithmetical functions is required.

FACULTY PROFILE

Mr MC Botha | Mr Joubert vanEeden | Mr Christopher Swart | Mr Coenie Nel

► WHAT

CONTENT OVERVIEW

The following content will be covered:

ORIENTATION TO PROJECT MANAGEMENT

Definition of a project and project management; foundations of the project management theory, viz. the systems approach; the generic tasks of project management; transfunctional management; the relationships between performance/cost/time and replanning, and monitoring of activities; projects compared to operations; the project life-cycle and the project management process; case discussion

ORGANISING FOR PROJECT MANAGEMENT

Transfunctional management; relationships between the role players, viz. top management, functional managers,



WHEN & WHERE

CAPE TOWN

Part Time (1 programme)

- 2 July – 23 August 2012
Tuesday and Thursday evenings

Full Time (5 programmes)

- 13 – 17 February 2012
- 16 – 20 April 2012
- 25 – 29 June 2012
- 20 – 24 August 2012
- 12 – 16 November 2012

DURBAN (1 programme)

- 16 – 20 April 2012

JOHANNESBURG (2 programmes)

- 14 – 18 May 2012
- 5 – 9 November 2012

PRETORIA (2 programmes)

- 21 – 25 May 2012
- 15 – 19 October 2012

WINDHOEK, NAMIBIA (3 programmes)

- 5 – 9 March 2012
- 4 – 8 June 2012
- 22 – 26 October 2012

Class times

Part Time: 18:00 - 21:00

Full Time: 08:15-17:30

FEES

FEES

R12 900

Please note that programme fees, faculty and dates are subject to change.

ENQUIRIES

CONTACT PERSON:

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project sponsor and project leader; responsibilities of the role players; project manager/ functional interaction; case discussion

ORIENTATION TO PROJECT PLANNING

Portfolio management; the purpose of project planning; project plans to be implementable; setting and keeping to a course of action; planning norms and standards; planning for the interdependent relationship of performance/cost/ time; case discussion

SCOPE MANAGEMENT

The importance of early and complete scoping of a project; the process for the formulation of the project scope, including setting the goals, selecting the best way to execute the goals, evaluation of the stakeholders, determining the main components, inclusions, exclusions, assumptions and project risks; statement of work and work breakdown structure

QUALITY MANAGEMENT

The importance of quality standards; quality to be relative in terms of client requirements; planning for quality; quality tests and measurement; quality assurance and quality control

TIME MANAGEMENT

The construction of precedence diagrams and Gantt charts for projects with non-repetitive tasks; manipulation of float for duration and resource planning; resource loading and balancing

COST MANAGEMENT

Principles of activity-based and benchmarking costing; integration of financial and cost management; types of costs; estimating the project budget; monitoring variances of actual to planned cost and schedule; cost and progress information systems

NQF ALIGNMENT

This programme is presented on the complexity level of an NQF 8.

► BENEFITS

HOW WILL YOU BENEFIT?

Understand and apply the philosophy, principles and techniques required for the analysis, planning and management of any kind of project, scoping of the project, in any industry, of any size or complexity.

CERTIFICATION

On successful completion of the programme, participants will receive a certificate from the University of Stellenbosch. Successful candidates will also automatically become Associate Members of Project Management South Africa.

CREDITS

On successful completion of this programme, participants are eligible for **10 credits towards the present curriculum of the MBA-degree and the MDevFin-degree of USB**, subject to the following conditions:

- Credits towards the MBA- or MDevFin degree cannot be gained on a group assessment. Therefore delegates that are interested to gain credits for this programme towards the MBA- or MDevFin of the USB, must either submit the assignment individually or, in addition to a group assignment (60% pass mark), pass an individual 3 hour closed book examination (50% pass mark).
- Gaining these credits does not automatically allow, nor guarantee acceptance on the MBA- or MDevFin programme of the USB, nor obviate the application process.
- The writing of the examination and subsequent claim to credits towards the MBA- or MDevFin can be exercised any time up to three years after gaining the certificate.

Completion of this programme also entitles the delegate to exemption from the Project Management module in the Senior Management Development Programme.

USB-ED is registered as a platinum status Registered Education and Training Provider at **PMSA (Project Management South Africa)** and completion of this programme will qualify a delegate as a member of PMSA.

USB-ED's Programmes in Project Management and Advanced Project Management are now accepted by the **Engineering Council of South Africa (ECSA)** as learning programmes. On successful completion of one of these programmes, a professional engineer may earn 5 Continued Professional Development (CPD) credits towards Category 1, by applying to ECSA.

ASSESSMENT

The home assignment consists of the development and submission of a project plan for a project of own choice by a syndicate of a maximum of 5 persons. The pass mark is 60%. Assignments must be submitted within approximately 6 weeks after the course work.

► FEES

FEES

R12 900

Fees include programme fees, programme material, lunch and refreshments, and are payable before the commencement of the programme.

CANCELLATION POLICY

It is of utmost importance that USB-ED be formally notified of cancellation 14 days prior to the commencement date of the programme. A cancellation fee of 10% will be payable for cancelling fewer than 14 days prior to the commencement of the programme.