



Project Management Fundamentals Incorporating Exam Prep Training(www.pipp.co.za)



Introduction:

PIPP™ is a dynamic Training and Services Provider that specialises in delivering specialist and cost-effective:

- Project Management Training Services
- Project Management Consulting Services
- Project Risk Management Training
- PIPP has been certified a Level 3 BBBEE Company.

Accreditation:

Accreditations and Registrations:

PIPP™ is accredited with PMI® (Project Management Institute USA)

- Services SETA as a provider of Project Management Training services.
- CIMAP: Chartered institute for the management of Assessment Practice
- Institute For Facilitators



Continuous & Professional Personal Development (CPD)

In order to maintain Professional status, several professional bodies require that their members maintain standards and are up to date with the latest training. We at PIPP are proud to advise that our Project Management Training course has been accredited by the following organisations below:

- PMI – Project Management Institute. Course Code: PMFCP3. 24 PDU's(Global best practise)

Business Services

PIPP™ focuses on providing excellent project management training to the following sectors:

- Central, Regional and Local Government
- Engineering: Civils, Electrical, Structural, Mechanical, Chemical
- Building and Construction
- Information Technology and Communications
- Manufacturing
- Educational Institutions
- Retail

PIPP™ in particular has a great amount of experience in training staff at all levels, that is

- Novices and Trainee managers
- Team leaders and Supervisors
- Line / Functional Managers
- Senior Managers
- Directors

The Benefits of Project Management

Over the past decade more and more organizations have recognized the importance of the project management approach to meeting organizational goals, increasing productivity and optimizing resource utilization.

The practice of project management is now widely accepted in business, industry, and all levels of local, regional and central government.

Supervisors, middle managers and executives in both public and private organizations are now, more than ever, actively engaged in project, program and portfolio management.

The need for training in project management is growing every day. In the private and Government sector, organisations are now starting to accept the fact that they have ignored an important factor of business and that is to deliver their projects; on time, within budget and meeting set quality requirements. In essence these organisations have failed to manage projects, mostly due to a lack of project management knowledge, skills and training.

1. Benefits of Project Management for Business

Disciplined Project Management Provides:

- Focal point for effective communications, coordination and control
- A plan to assess progress



- Emphasis on time, cost and quality performance
2. **Project Management also provides the framework for:**
 - Methods
 - Processes
 - Monitoring
 - Change control
 - Risk Assessment
 - Quality Control
 3. **Benefits of Project Management for Individuals**
 - Provides the future source of company/Government leaders
 - Creates high visibility of project results
 - Enhances both professional and personal growth opportunities
 - Builds one's reputation and network
 - Develops portable hard skills and experience
 - Enhances employability
 4. **Who should attend this course?**

Project Team Members	Project Managers
Administrators and Support	Programme Managers
Designers	Project Executives
Team Leaders	Project Sponsors
Event Coordinators	Project Support Office
Engineers	Consultants
Property Developers	

Project Management Foundations.

CAPM® and PMP® Exam Prep Training: Course Objectives:

This three day training programme set at NQF 4/5 is designed to introduce team members, supervisors and project managers to the principals of Project Management and developing management skills, by providing the know-how and tools that are essential for team leaders and project managers in all sectors of private and public business. Our course material is consistent with the internationally recognized PMBOK® Guide 4th Edition - Project Management Body of Knowledge, and covers all practical aspects of managing project scope, time, costs, quality, communications, human resources, risk and procurement. Programme contents integrate the latest in academic theories and research findings along with state of the art practices and technologies.

The delegate will also develop “hard” skills, such as performance monitoring, risk analysis and scheduling, as well as the art of “soft” skills such as team leadership, communication and interpersonal skills. Using an array of custom designed and innovative structured activities the programme provides participants with an opportunity to practice and learn state of the art tools and processes. Programme participants will actively identify, categorize, evaluate, select, prioritize, authorize, terminate and review project portfolio components and learn how to align them with current and future business strategy and goals.

The programme's dynamic and highly interactive format will engage participants in examining:



- strategic planning approaches/considerations
- project risk assessment alternatives
- stakeholder relationships
- internal and external customer needs
- project team leadership essentials
- organizing multiple projects
- managing enterprise-wide project initiatives
- scheduling, controlling and negotiating
- Project performance contracts.

Participants will learn to develop comprehensive project management metrics that insure project success and how to effectively link the efforts of individual project team members with the overall success of the project, thus promoting teamwork and improving project team morale. Moreover, participants will identify the best practices of successful project leaders and key important lessons learned from recent studies.

In addition, the program will examine practical project initiatives that can be implemented to improve processes, streamline productivity, and drastically reduce costs. Participants will improve their own project management skills and will return back to their organizations with fresh and powerful knowledge. Once shared with others, this knowledge will enhance their own project environments.

Training Learning Outcomes

Upon completing this skills program, the delegate should be able to apply the following general and cross-cutting areas of learning, as well as specific areas of learning will be addressed:

- The principals, methods and techniques of recognized best practice in project and quality management
- Gathering and analysing information and planning a project to deliver an integrated Project Management Plan
- Communication Skills: both verbal and written
- Presentation of information
- Time Management; the ability to estimate resources and durations to create a Network Diagram and draw up the Project Schedule or Gantt chart.
- Cost Management: the ability to estimate costs and create a project budget and then control costs to measure performance using Key Performance Indicators such as SVI and CPI. Cash flow management.
- Projects and system thinking and implementation
- General understanding of how an organization is structured and operates, so as to enhance communication amongst stakeholders.
- Verification and cross-checking techniques
- Monitoring and evaluation practices, including how to obtain and give feedback
- How approval processes work and why they are needed
- Documentation practices, including version control
- Problem solving, using various techniques



- Professional responsibility and respect for ethics, society and others
- Dealing / implementing change management

Training Materials

Training Materials are supplied in a quality bound file and include:

1. Licensed copy of the (latest) PMBOK® 4th Guide Edition
2. Printouts of all PowerPoint presentation slides of all sections of study. Delegates do not have to take notes during lectures as all lecture slides are included in the hand-outs. This allows the delegates to pay more attention to the facilitator and slide presentations.
3. CD that includes the following important information:
 - Practical Project Management Templates
 - Copy other material recommender to read/purchase
 - CAPM® and PMP® certification information

Go to www.pipp.co.za to see upcoming classes and book.

