iQ academy

Short Course Programme

Fundamentals of Project Management

Course Prospectus

What is this
course about?

The course will equip you with knowledge and skills to successfully scope and deliver projects within the modern business world. You will understand the critical importance of factors such as time, quality, and costs as it relates to project management and gain an integrated set of professional skills, making you fit for the next step in your career.

You will also learn about the project management life cycle, including communicating, planning, organising, implementation, and managing of resources and tasks.

› 6–12-month course

› Internet supported distance learning with textbooks

› Expert course lecturer

› Flexible payment plans

› Earn an industry-ready certificate

iqacademy.ac.za

Why should you
choose this course?

With the world of work shifting, the demand for project management capabilities are increasing within organisations. Set yourself apart by learning how to successfully execute projects from start to completion.

Due to the versatility of this short course, it allows for the application of skills across a wide variety of industries such as business, government, community development and more. Exciting career choices include:

> **Operational managers**

> **Project Manager**

> **Project Workstream Leader**

> **Project Administrator**

> **Project Management Office (PMO) Member**

> **IT Developers (support for such careers)**

> **Various business roles that require project management skills**

iQ academy

Who should
take this course?

This course is intended for people who are currently working in or would like to pivot into the project environment and learn to play an active leading role in ensuring project success. People that would benefit from the course include:

> **Senior and junior managers**

> **Entrepreneurs**

> **Small business owners**

> **Community developers**

> **Any person that requires knowledge and skills to successfully manage a project.**

What will
you learn?

This course contains 6 substantive modules and is stacked with learning. Unlike other short courses, we ensure that the learning is adequate to facilitate skills building and is not just a superficial overview of subject-matter.

Modules in this course:

> **Module 1: Project Management Fundamentals**

> **Module 2: Feasibility Study**

> **Module 3: Project Planning: Work Packages and Scheduling**

> **Module 4: Project Planning: Resourcing and Budgeting**

> **Module 5: Project Implementation**

> **Module 6: Project Monitoring and Close-out**

Module 1

Project Management Fundamentals

Learn the history and standardisation of the Project Management profession. Gain a thorough understanding of the phases in the project life cycle and project management process.

Topics covered

- Projects
- Project management
- Project management standards and professional bodies
- Project sponsor
- Project manger

- Triangle of constraints
- Four phases of a project
- Management by projects
- Applying the project lifecycle

Module 2

Feasibility Study

Explore how to conduct a feasibility study to determine if a project goes ahead, and define the scope of the project.

Topics covered

- Projects as an enabler of corporate strategy
- Feasibility study
- Identify the client needs and quality requirements

- Develop a business case
- Stakeholder management
- Project constraints
- Project scope statement

iQ academy

Module 3

Project Planning: Work Packages & Scheduling

Discuss the planning phase of project management by focusing on the breakdown of work into manageable pieces and scheduling activities.

Topics covered

- Product breakdown structure
- Work packages
- Identify work packages
- Delegate work packages
- Sequencing project activities
- Precedence tables

- Network diagrams
- Calculate start and finish dates
- Parallel activities
- Critical path method
- GANTT charts
- Project milestones

Module 4

Project Planning: Resourcing and Budgeting

Gain knowledge and insight of the planning phase of project management by focusing on the resourcing requirement and budgeting processes.

Topics covered

- Project organisational structure
- Resource forecasting and smoothing
- Manpower forecasting
- Make-or-buy decision
- Estimate work content for activities

- Unit rates: Labour and materials
- Fixed and variable project costs
- Budgeting and work breakdown structure
- Project budget

iQ academy

Module 5

Project Implementation

Fully understand the implementation and execution phase of the project by focusing on the management of scope, time, cost and quality.

Topics covered

- Project communication plan
- Document control
- Project meetings
- Motivating a team
- Conflict management
- Risk management plan
- Disaster recovery plan
- Quality management plan
- Controlling project quality
- Baseline plan
- Change control

Module 6

Project Monitoring and Close out

Discover the monitoring and close out phases of projects.

Topics covered

- Monitoring and control
- Control the implementation
- Measure progress against objectives
- Reporting progress and issues
- Testing and commissioning
- Handover
- Client acceptance
- Close-out report
- Lessons learnt
- Post project review
- Why projects fail?

iQ academy

How you
will learn

Course duration:

> 6 months

> Maximum: 12 months

This course is internet supported

The course is delivered via distance learning with textbooks and teaching and learning takes place on our data-lite student portal iCan (blended learning). Your Course Textbook and Course Guide are couriered to you. The Course Textbook, Course Guide and Assignment Guide are also available online via iCan and can be downloaded for offline use.
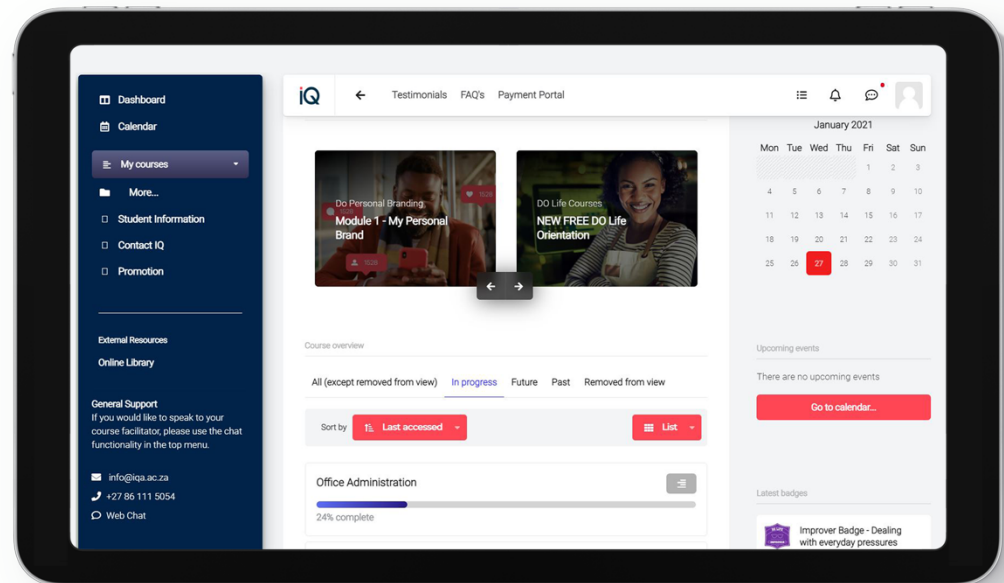
During this course, you will have access to a Course Lecturer via iCan as well as administrative and technical support provided by our Student Experience and Support teams.

This course follows a teaching and learning plan where students are required to work through the course materials according to the plan. The teaching and learning plan as well as the assignment due dates are made available to all students via the iCan Calendar.

iQ academy

We recommend using iCan
for additional learning benefits and student support.

iCan is designed to give you a truly innovative online experience that makes learning easy and interactive:

○ **Integrated programme calendar**

○ **Receive reminders and announcements**

○ **Assignment loading and access to results**

○ **Multimedia learning activities**

○ **Easily connect with lecturers and fellow students**

○ **Partake in discussion forums**

○ **All accessible from your PC, smartphone or tablet!**

iqacademy.ac.za

iQ academy

Admission and selection criteria

Admission requirements:

- Grade 12 (standard 10) or NQF 4 equivalent
- At least 18 years of age
- Alternate admission is possible on basis of Mature Age Exception (23 years and older)

Technology requirements:

- A PC, Tablet or Smartphone
- Access to a reliable internet connection
- An active email account

Recommended:
+/- 500MB of data per month for supplementary online learning activities

Selection requirements:

- Ability to read and write in English, which is the language of instruction
- Students should also possess a basic level of digital literacy skills

iQ academy

How you will
be assessed

For each module in this course students must complete one end-of-module summative assessment. Summative assessments are in the format of multiple-choice questions.
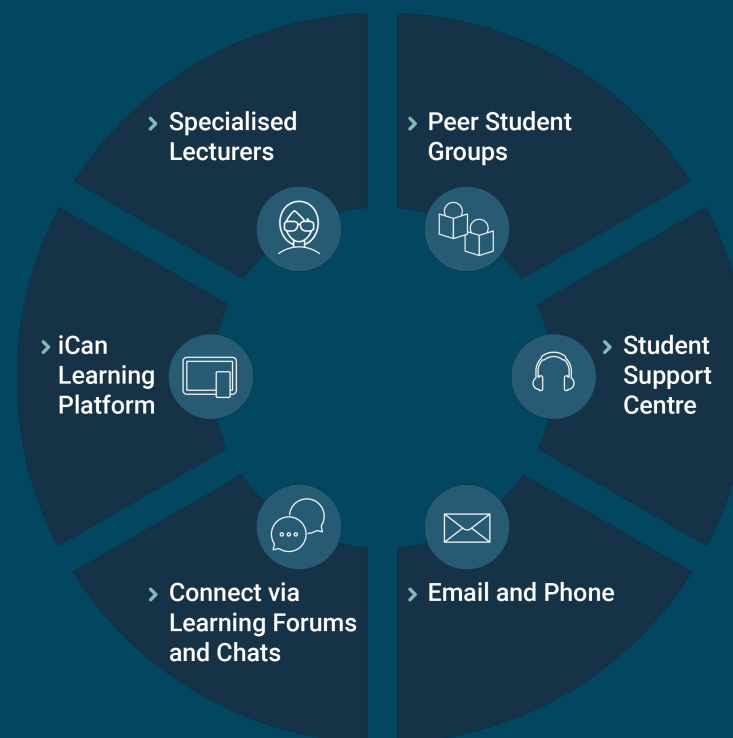
Students are required to complete all assessments in the course and obtain the minimum pass mark as communicated.

Assessments can be submitted in various ways:

> Completed online on iCan using any internet connected device and your feedback and results are available immediately; or
> Uploaded to iCan for manual marking using any internet connected device. Results and feedback will only be available 21 days after uploading; or
> Via Email and your results and feedback will be available after 21 days

iqacademy.ac.za

Teaching and learning support for academic success

To support your study, you will have access to an expert course lecturer through various support channels and you will have the opportunity to interact with fellow students who are studying the same course as you.

> Specialised Lecturers

> Peer Student Groups

> iCan Learning Platform

> Student Support Centre

> Connect via Learning Forums and Chats

> Email and Phone

iQ academy

What Certification
you will receive

Plus get access to free courses

Upon successful completion of this course, you will be awarded an iQ Academy Short Course Certificate. Your certificate demonstrates that you have acquired industry-relevant skills which can enhance your promotional and employment opportunities.

Our Short Course curricula are developed by leading academics and experts in the field. All courses are internally quality assured and approved by iQ Academy's Academic Board. iQ Academy is registered with the Department of Higher Education and Training as a Private Higher Education Institution. Our Short Courses are institutional learning programmes and are non-credit bearing.

Certificates are issued in the students legal name. Students must meet the qualifying criteria in order to receive this certificate (obtain minimum pass mark, fully paid up student account and submission of required documentation).

As a value addition, each registered student has free access to our DO Life micro-course series, designed to boost everyday life skills. Exciting topics include money matters, careers, personal branding and many more, all available on iCan. Each completed micro-course is awarded a Certificate of Participation which can be added to your CV.

❝Over 7,000 students have completed a course and 97% agree they proved useful and valuable!❞

DO Life Survey

iqacademy.ac.za

Course fees

Our course fees are updated each year, please visit our website for the latest fee structure. We offer flexible payment options to suit most working individuals. Fees can be paid in various monthly instalment plans or in full on enrolment.

Enrolment process

> ### Step 1: Enquire

- Complete website contact form
- Speak to a Student Advisor
- Complete enrolment application

> ### Step 2: Register

- Submit documentation
- Pay your fees
- Receive student number

> ### Step 3: Start

- Access iCan
- Complete onboarding journey
- Engage with lecturer

iQ academy

Have questions?
We are here to help

Get in touch with us

086 111 5054 | info@iqa.ac.za | www.iqacademy.ac.za

🅕 iQAcademySA   📷 iQAcademy_online   ▶ iQAcademySA