Course title: PROJECT ADMINISTRATION

Course Name	US type	Unit standards ID	US Title	NQF	Credits
Project Administration and Documentation	Core	120381	Implement project administration processes according to requirements	4	5
	Core	120376	Conduct project documentation management to support project processes	4	6
	Elective	120386	Provide procurement administration support to a project	4	7
				Total	**18**

PURPOSE OF THE UNIT STANDARD- 120381/ 120376/120386

The person credited with this unit standard is able to explain, execute and communicate project change processes and status, as well as maintain project libraries and organisational information.

Documentation management systems may include but are not limited to computer based document control systems, computer based document tracking systems, manually operated document control systems. Templates may include but are not limited to letters, memo's, faxes, e-mail messages, minutes of meetings, document transmittal forms, various types of drawings, programme schedules, cost reports, equipment data sheets, specifications, procedures, standing orders, materials control documents (Orders, receiving, issued, inventory levels, stock counts), contracts, requisitions, budget authorisations, change notices, change orders, site instructions, rectification instructions, variation orders, petty cash vouchers, petty cash returns, timesheets, travel / expense claims, technical procedure related controls. Autonomy in procurement administration is expected to only be for purchases of low value.

WHO SHOULD ATTEND THIS TRAINING
Executive Secretaries/Assistants, Office Managers, Office Assistants, Project Coordinators, Organisation Reps, Senior Administrators, Senior Secretaries and PA's, Public Relation Officers, Call Centre Managers, Strategic Planning Assistants, Clerks and Administrators, NPO manager/Executives ,Business owners and their Executives, Government officials dealing with Tenders or procurements, HR support team, Anyone seeking career in the related field.

WHAT YOU SHOULD BE ABLE TO DO AT COMPLETION

- Executing processes and standards to support project change control
- Updating and communicating status of change requests
- Administering the project library / repository to support change to affected items
- Maintaining project organisational information
- Using a paper based and / or electronic filing system for a project
- Using standardised processes for identifying, securing and finding documents
- Providing project templates to team members
- Preparing project documents for handover at the end of the project
- Describing and explaining project documentation management processes
- Compiling and processing procurement requests to required standards and needs.
- Sourcing suppliers/sellers to meet procurement requirements.
- Receiving and evaluating proposals and making recommendations.
- Maintaining and administering procurement records.

DURATION OF COURSE: **one month {180 notional hours}**

After one day contact session learner will be expected to complete work on their own and Submit POE's within the notional hours requirement {one month}, Learner is expected to attend 5 hours contact session to write their Summative assessment {exams} at the end of one month.

PRE- QUALIFICATION: Grade.11 or an equivalent

Cost per delegate: *Refer to price list*

Refer to timetable for roll-out dates. Course can be rolled out at the delegates' premises in event of more than 7 delegates comes from same place/ company.

SERVICE-SETA

Accreditation no. 6496