Course title: Project Initiation and Execution

Course Name	US type	Unit standards ID	US Title	NQF	Credits
Project Initiation and Execution	Core	120373	Contribute to project initiation, scope definition and scope change control	4	9
	Core	120384	Develop a simple schedule to facilitate effective project execution	3	8
	Elective	120385	Apply a range of project management tools and techniques	4	7
				Total	**24**

PURPOSE OF THE UNIT STANDARD- 120373/ 120384/120385

The primary purpose of the Unit standards is to provide learners with Competence to plan, execute and control small, simple projects. The person credited with this unit standards is able to participate in the identification of stakeholders and their needs and expectations, as well as preparing scope documentation and assisting in monitoring scope. Learners accessing this standard will be involved in project management teams or involved in building small project management teams. These projects may be technical projects, business projects or developmental projects and will cut across a range of economic sectors. This standard will also add value to learners who are running their own business and recognise that project management forms an integral component of any business.

You will learn how to manage a project through each stage of the project management life cycle, document the needs and priorities of key stakeholders, develop an execution strategy that will fulfil stakeholders' expectations, develop a project plan that balances scope, time, cost, and risk. You will be able to assess project complexity and analyse scope to a suitable degree of granularity, establish project controls to ensure a successful outcome, monitor project activities and effectively assess progress.

WHO SHOULD ATTEND THIS TRAINING

- Anyone who is involved in, or affected by, projects or change management within an organization, including project managers, IT project managers, project coordinators, team leaders, product managers, program managers, project team members, subject matter experts, analysts, stakeholders, and senior managers who want to get more out of their project teams
- Anyone in a leadership role who will benefit from an introduction to the art and science of project management

WHAT YOU SHOULD BE ABLE TO DO AT COMPLETION

- Contributing to the identification and co-ordination of stakeholders, their roles, needs and expectations.
- Contributing to the identification, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables.
- Contributing to preparing and producing inputs to be used for further planning activities.
- Contributing to monitoring the achievement of the project's scope.
- Identifying, explaining and describing the purpose and process of scheduling project activities.
- Defining and gathering project activities from technical experts and within own field expertise.
- Developing a simple schedule for a project or part there of
- Demonstrating an understanding of project management tools.
- Using a range of project management tools.
- Applying corrective action steps where project management tools and techniques usage problems occur.

DURATION OF COURSE: **one month two weeks {240 notional hours}**

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

PRE- QUALIFICATION: Grade.12 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

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