

Course title: Project monitoring and control

Course Name	US type	Unit standards ID	US Title	NQF	Credits
Project monitoring and Quality Control	Core	120387	Monitor, evaluate and communicate simple project schedules	4	4
	Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6
	Elective	120377	Identify, suggest and implement corrective actions to improve quality of project work	4	7
Total				17	

PURPOSE OF THE UNIT STANDARD- 120387/ 120383/120377

Learners accessing this standard will be working as a leader in the context of a small project/sub-project involving few resources and having a limited impact on stakeholders and the environment or working as a contributing team member on a medium to large project when not a leader.

The person credited with this unit standard is able to describe a range of project schedule control processes, monitor project work, record and communicate project schedule changes.

Quality control activities may include but is not limited to testing, monitoring conformance with specifications, reporting on variances, recommending ways to eliminate causes of unsatisfactory performance of product and/or process, regular inspections by individuals. Testing may include but is not limited to checking against checklists, inspections, review, verification and validation against standards and requirements. Identifying and reporting non-conformance may include but is not limited to equipment, facilities, project information, project activities, deliverables, project outcomes, schedules, groups, and individuals. Deviations from specifications may be acceptable - non-conformances are unacceptable. Quality control will include but is not limited to a single disciplinary environment, within the current organisational framework, procedures, guidelines and regulations. Learners will participate in quality control rather than quality assurance.

WHO SHOULD ATTEND THIS TRAINING

Project managers, Project team members, Project administrators, Project Coordinators, Executive manager , Board members, 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

- Describing and explaining a range of project schedule control processes and techniques.
- Monitoring actual project work versus planned work (baseline).
- Recording and communicating schedule changes.
- Describing and explaining the need for consistent processes and standards to achieve quality.
- Suggesting actions, within own field of expertise, in support of the development of quality project deliverables.
- Conducting tests as per test plan and communicating test results.
- Describing and explaining how quality management impacts on a project.
- Identifying and recording corrective actions of improvement to project work.
- Disseminating corrective actions to appropriate stakeholders.
- Implementing corrective actions to improve quality of project work.

DURATION OF COURSE: one month {170 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.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

Accreditation no. 6496