

# FORM 5: SHORT LEARNING PROGRAMME

## SECTION A: CATALOGUE

**CODE:** IPMP 001 (Credit-bearing)

**TITLE:** Intensive Project Management Programme for Built Environment Practitioners

**QUALIFICATION TITLE:** B Sc (QS)  
B Sc (Construction Management)  
B Sc (Hons) Learning area QS  
B Sc (Hons) Learning area CM

**NQF LEVEL:** 6

**CREDITS:** 16

**NOTIONAL LEARNING HOURS:** 160

**FORMAL CONTACT TIME:** 5 days x 8 hours = 40 hours

**LEARNING ASSUMED TO BE IN PLACE:** A formal qualification on NQF level 5 plus relevant experience. The general regulations of the University of the Free State will also be applicable.

**LEARNING OUTCOMES:** Students will be knowledgeable about relevant project management concepts, be able to contribute meaningfully to project management as a strategic tool in their enterprises and demonstrate values that will ensure successful project management in the built environment.

### BRIEF DESCRIPTION OF CONTENT:

1. Introduction to property management
  - Abbreviated comparative survey
  - Framework and context literature on project management
  - General and strategic management
  - Systems theory and project management processes
  - The leadership challenge
2. Structure of the built environment and procurement processes
  - General overview and procurement processes
  - Employers, contractors and subcontractors
  - Professional consultants
3. Planning and scope management
  - Statement of work
  - Value engineering
  - Work breakdown structures
  - Work authorization, change control and responsibilities
4. Procurement management
  - Contractual procedures
  - JBCC/FIDIC/NEC/COLTO/SAACE
5. Time management
  - Gantt charts
  - Sloping bar charts
  - Line of balance programming
  - Critical path and precedent networks
  - Resource and cash flow manipulations
6. Risk management
  - Identification and management
  - Insurance for construction processes
7. Communication management
  - Communication and meetings
  - Negotiations and conflict management
  - Project information and reports
8. Cost management
  - Estimating and bidding strategies
  - Budgets and cash flows
  - Cost control and s-curves
  - Earned value analysis
9. Quality management
  - Principles, policies and systems
  - Procedures, indicators and cost
  - Total quality management
10. Human resources management
  - Whole brain thinking

- Motivation and team building
- Employment and Labour Law
- 11. Integration management
  - Integration of project management processes
  - Project plans
- 12. Contemporary issues
  - Partnering and alliancing
  - Mentoring emerging contractors
- SAQA and NQF
- CETA and ETQA
- Trade-off analysis
- Contracting in Africa
- 13. Project management manual and programme closure
  - Overview and professional development

## CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

Site supervisors and management can apply the knowledge gained on construction projects

- Working effectively with others as a member of a team, group, organization, as a project manager
- Organising and managing oneself and one's activities responsibly and effectively as a project manager
- Collecting, analysing, organising and critically evaluating information to help delegates as a project manager in a enterprise
- Communicating effectively using skills in the modes of oral and/or written persuasion
- Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation, especially not in the Project Management field
- Contributing to the full personal development of each learner and the social and economic development of the society at large, by making it the underlying intention of any programme of learning to make an individual aware of the importance of:
  - i. Reflecting on and exploring a variety of strategies to learn more effectively
  - ii. Participating as responsible citizens in the life of local, national and global communities
  - iii. Being culturally and aesthetically sensitive across a range of social contexts

**METHODS OF ASSESSMENT:** A compulsory, integrated assignment covering the total spectrum of the contents, is given. Further continuous assessments are arranged by individual lecturers.

After successful completion of the short learning programme, with a 50% pass of the assessments, students will receive a certificate. Students not completing successfully, only receive an attendance certificate.

## ASSESSMENT CRITERIA:

Outcomes have been attained when students:

- Role-play effective project management skills
- Display adequate knowledge of project management
- Develop a manual for project management for their enterprises and introduce it as a working guide to enhance services offered

## ORGANISING FIELD: 12

- (1 = Agriculture and Nature Conservation)
- (2 = Culture and Arts)
- (3 = Business, Commerce and Management Studies)
- (4 = Communication Studies and Language)
- (5 = Education, Training and Development)
- (6 = Manufacturing, Engineering and Technology)
- (7 = Human and Social Studies)
- (8 = Law, Military Science and Security)
- (9 = Health Sciences and Social Services)
- (10 = Physical, Mathematical, Computer and Life Sciences)
- (11 = Services)
- (12 = Physical Planning and Construction)

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**REVIEW DATE:** October 2006

**DEPARTMENTAL OR PROGRAMME “HOME”:**  
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