

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/EMS/PMPS (Credit-bearing SLP)

TITLE: Project Management for the Private Sector

NQF LEVEL: 6

NOTIONAL LEARNING HOURS: 160

FORMAL CONTACT TIME: 60 hours of lectures and learning facilitation

LEARNING ASSUMED TO BE IN PLACE:

Further education and training certificate or equivalent (NQF Level 4). Typically, learners will also have at least two years of experience in the private or related sector

OR

Any qualification in Economic and Management Sciences at level 5 or 6 or other equivalent qualifications that indicate a level of undergraduate management knowledge and skills.

LEARNING OUTCOMES:

Overall outcome:

The qualifying learners will be competent in identifying and managing projects at different levels in private and related institutions

Specific learning outcomes of the short learning programme:

Learners will be able to:

- Apply the processes required to ensure that the various elements of the project are properly coordinated (Project Integration Management, including planning, execution and integrated change control).
- Distinguish between operational activities and projects in private institutions and undertake situational and stakeholder analyses in order to determine the sustainability of projects in the private and related sectors.
- Demonstrate competency i.r.o. the processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully (Project Scope Management, including initiation, scope planning, scope definition, scope verification and scope change control).
- Apply the processes required to ensure timely completion of the project (Project Time Management, including activity definition, activity sequencing, activity duration estimating, schedule development and schedule control).
- Demonstrate competency i.r.o. the processes required to ensure that the project is completed within the approved budget (Project Cost Management, including resource planning, cost estimating, cost budgeting and cost control).
- Apply the processes required to ensure that the project will satisfy the needs that it was undertaken for (Project Quality Management, including quality planning, quality assurance and quality control).
- Implement and apply the processes required to make the most of the people involved with the project (Project Human Resource Management, including organizational planning, staff acquisition and team development).
- Apply the processes required to ensure timely and appropriate generation, collection,

dissemination, storage and ultimate disposition of project information (Project Communication Management, including communications planning, information distribution, performance reporting and administrative closure).

- Evaluate and apply the processes concerned with identifying, analyzing and responding to project risk (Project Risk Management, including risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning and risk monitoring and control).
- Apply the processes required to acquire goods and services from outside the performing organization (Project Procurement Management, including procurement planning, solicitation planning, solicitation, source selection, contract administration and contract closeout).
- Apply the processes required to ensure that the project utilise computer software programmes to manage projects in the private sector.

BRIEF DESCRIPTION OF CONTENT:

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

1. Team building Introduction to Project Management Project Integration Management, including planning, execution and integrated change control.	Contact sessions	60
2. Project Integration Management, including planning, execution and integrated change control.	Practical work	60
3. Project Scope Management, including initiation, scope planning, scope definition, scope verification and scope change control	Self study/ Individual assignment	40
4. Project Cost Management, including resource planning, cost estimating, cost budgeting and cost control.		
5. Project Procurement Management, including procurement planning, solicitation planning, solicitation, source selection, contract administration and contract closeout		
6. Project Human Resource Management, including organizational planning, staff acquisition and team development).		
7. Project Quality Management, including quality planning, quality assurance and quality control Project Risk Management, including risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning and risk monitoring and control).		
8. Computerized Project Management		
9. Monitoring, Control and Evaluation	TOTAL	160 hours

- Problem solving
- Teamwork

- Collecting and organising information
- Effective communication
- Demonstrating an understanding of the world as a set of related systems

METHODS OF ASSESSMENT AND ASSESSMENT CRITERIA:

Learners will demonstrate their competencies by:

- The ability to contribute towards a strong team spirit that is acknowledged by other team members.
- The development and management of a private sector related real life field project demonstrating the mastering of all learning outcomes.
- The submission of written reports on a project for internal assessment.
- Making presentations about field projects for assessment by external moderators.
- Participation in in situ projects for assessment by superiors, peer groups and internal learning facilitators.
- Adding value to key stakeholders through a process of reciprocal learning.

These methods and tools include the following:

- Peer assessment with regard to their performances in a team.
- Assessment of presentations by internal learning facilitators.
- Assessment of written reports by internal learning facilitators.
- Assessment learners' participation in *in situ* projects by superiors, peer groups and internal learning facilitators.
- Evaluation of value added and reciprocal learning.

ORGANISING FIELD: 3

(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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DEPARTMENTAL OR PROGRAMME "HOME":

Unit for Small Business Development – self - sustained

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