



Manage and Cost Your Project

Unit Standards

- ☉ 10146: Supervise a team to deliver a project successfully
- ☉ 12996: Ensure firm financial and administrative support to a project

NQF Level	5
Number of credits	24
Number of training days	4 days

Outcomes

Project-related outcomes

- ☉ Demonstrate an understanding of the project management processes and tools
- ☉ Understand the impact of project management on various organisational structures
- ☉ Set-up, run and close a project
- ☉ Create and manage a project budget for a project
- ☉ Record and analyse information as well as report progress on a project

Teamwork-related outcomes

- ☉ Supervise and monitor a project team
- ☉ Apply leadership techniques to a project team
- ☉ Solve problems that arise during project management
- ☉ Evaluate team members during the project
- ☉ Provide feedback to team members
- ☉ Apply corrective action to team members who are under-performing

Program Description

Project Management is becoming a critical work process for all industries. Having the necessary project management skills increases any professional's capacity to successfully complete key work functions. This course teaches basic project management in order to enhance these skills and ensure a more effective delivery.

Benefits of Attending the **Manage and Cost Your Project Course**

- ☉ Khanyisela College customises the course materials to include the clients' work processes and business templates in order for the learning to be meaningful.
- ☉ The four days of training includes a finance aspect, easy enough for a non-finance employee to understand, to improve awareness of cost implications as well as how to monitor a budget.
- ☉ Facilitation is interactive and practical, ensuring that the learning is engaging and interesting.
- ☉ Learning is followed by learner support sessions before a portfolio of evidence is submitted, to greatly increase learners' chances of being declared competent.

Target Audience

Learners who attend this training will become proficient when involved in project management teams or in creating and managing small project management teams. These projects may be technical, business or developmental projects and will cut across a range of economic sectors. This course will also add value to entrepreneurs who understand that project management forms an integral component of any business.

Competencies required

- ⦿ Mathematics and Communication skills at NQF level 3 (Grade 11)
- ⦿ Computer Literacy at NQF level 3 (Grade 11)
- ⦿ Basic Accounting at NQF level 4 (Grade 12)

Facilitation Methodology

- ⦿ All Facilitators are subject matter experts as well as registered Assessors against the relevant qualifications.
- ⦿ Facilitators engage in train-the-trainer methodology to ensure that they are competent in outcomes-based training and activities in the classroom, and are subject to regular continuous improvement to ensure that they remain relevant.
- ⦿ Methodology is engaging and interactive, catering for all types of learning styles ensuring that the learners remain interested for as much of the course as possible.
- ⦿ Learning activities consist of formative activities which take place during the training and include group work, simulations, case studies as well as self-directed activities, and summative assignments which are completed at the workplace to demonstrate reflexive competence.
- ⦿ Support is provided during the training by the Facilitator as well as the Quality Officer on the last day of training on how to complete the quality assurance aspects of the portfolio successfully.