

PROJECT MANAGEMENT

Project management courses
designed to increase project
management maturity.



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COURSE OBJECTIVES

Projects are fast becoming an important way of working within organizations to achieve new levels of performance, new products and services at less cost than routine operational activities. At one or other point in time, many people will find themselves taken out of their routine jobs and placed in a project. It is thus important to become familiar with the principles, processes, and techniques of project management.



COURSE OUTCOMES

Upon completion of this course, participants should be able to apply the principles, theories, and fundamentals of project management while effectively using a range of tools and techniques to support project processes. They will gain the ability to conduct proper documentation management, contribute to initiation, scope definition, scope changes, and risk management, as well as develop and monitor simple schedules to ensure effective execution. Learners will also participate in cost estimation and budgeting, monitor expenditure, and support project meetings and workshops. They will be able to identify, suggest, and implement corrective actions to improve project quality, while working as team members, supervising small teams, and evaluating team performance. Additionally, participants will learn to support the project environment, assess progress using methods like a



COURSE OUTCOMES

Portfolio of Evidence, and ensure quality assurance in project work. Strong teamwork, communication, and collaboration skills will be developed to foster cohesiveness, trust, and productivity within a project team. Learners will also be trained to organize and manage themselves effectively, balancing autonomy with collaboration and self-control. Critical thinking will be applied to collect, analyze, and evaluate project-related information, ensuring challenges are addressed constructively. Ultimately, participants will understand how projects function as part of interconnected systems, where team spirit and cohesion directly impact performance and outcomes.



COURSE OUTLINE

This course covers key aspects of project management, starting with project definition, structures, and facilitation skills for effective teamwork, leadership, and problem-solving. It explores the project management cycle from initiation to closure, supported by problem analysis, business case development, and scope outlining. Participants will learn project planning techniques, including goal setting, Gantt charts, work breakdown structures, and scheduling, alongside feasibility studies covering technical, financial, and operational factors. The course also emphasizes resource and cost estimation, project monitoring for time, budget, and quality control, as well as conflict management strategies and time management tools such as prioritization and Covey's matrix to balance short- and long-term goals.

