

## Project Management Fundamentals Training

**Project Management Fundamentals** aims to **provide basic project management skills** for people running small projects, and for those aspiring to create an impact on larger projects. The programme progresses learners from the basics to employing more complicated tools as the project grows in complexity. The emphasis is to **give the learner what they need**, when they need it, and not to overwhelm them with 'project terminology'. All too often, learners become so obsessed with the tools that they 'lose the pulse' of the project. DYNA's methodology allows learners to **focus on project completion**, on time, to specification and within budget.

**Title:** Project Management Fundamentals (PMF)

**Unit Standard:** NA

**Duration:** 3 day programme with workplace application at three and six months

**Date:** Request registration form

**Venue:** Refer to registration form



### OUTCOMES

- Assess their existing Project Management skills
- Present project concepts with confidence
- Internalise the three main constraints in project management
- Understand basic project management principles
- Understand why we don't manage projects
- Get excited about their prospects as project managers
- Work with a plan chart as the 'nucleus' of project management
- Formulate a project problem
- Agree on a SMARTER objective
- Complete a Work Breakdown Structure (WBS) for a workplace project
- Compile a Responsibility Assignment Matrix
- Specify a task
- Give and receive feedback relating to task specification
- Prepare a Gantt Chart
- Use a Critical Path Chart
- Identify the critical path for their workplace project
- Identify key milestones and dates for their workplace project
- Complete a summarised project plan
- Work with the DYNA project communication tool
- Manage a project budget
- Draw up a cost matrix
- Resolve Project Conflicts
- Identify and implement a workplace project

### DRIVEN BY DYNA'S ADVANCED BLENDED LEARNING METHODOLOGY

**Learner entry requirements:**

Learners should have a minimum entry level of Grade 12/Matric/NQF Level 4 or appropriate work experience

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