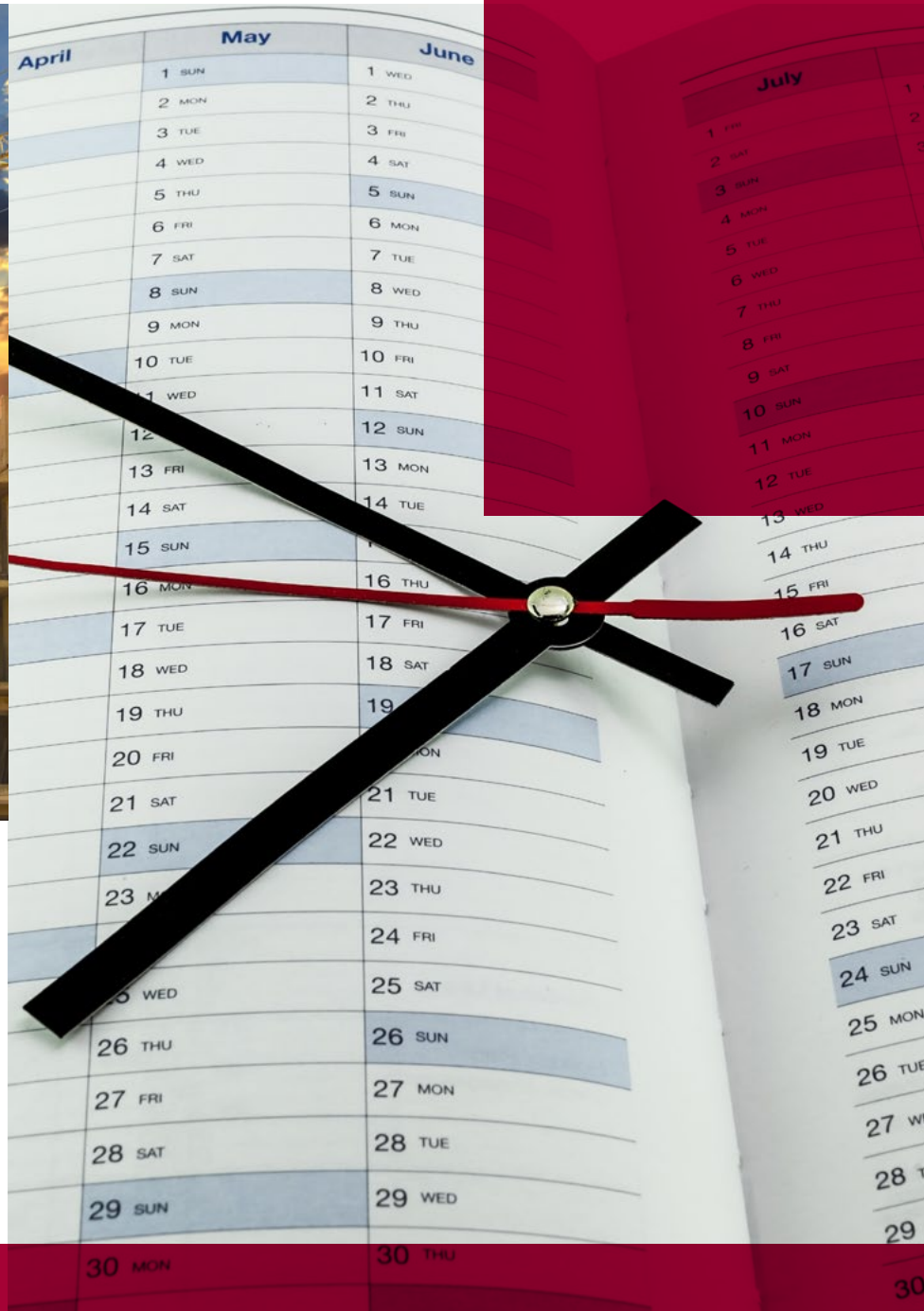


Short Learning Programme on **ADVANCED PROJECT MANAGEMENT**

(Proposed NQF 6)



NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

®



Short Learning Programme on **ADVANCED PROJECT MANAGEMENT** (Proposed NQF 6, Credit points 64)

Short Learning Programme on **ADVANCED PROJECT MANAGEMENT**

Project Management is a highly effective management tool to ensure that all services and products are delivered within time, specifications and budget to the satisfaction of the client. Increasingly, it is an application perceived by public and private organisations to be an answer to complex delivering systems and processes.

WHO SHOULD ENROL?

- Programme and project managers in the private and public sector
- Practitioners who would like to gain a better understanding of project management
- Students who wish to improve their marketability in the market and strengthen their degrees
- manage project teams through leadership;
- manage a project portfolio and differentiate between programmes and projects;
- appreciate the significance of technology in projects, with specific reference to information technology and software applications; and
- understand the context of project outsourcing and compile a service-level agreement.

WHAT WILL AN ADVANCED PROJECT MANAGEMENT CERTIFICATE ENABLE YOU TO DO?

After successful completion of this certificate, learners will be able to:

- understand and apply the project lifecycle to any type of project;
- perform project planning and manage the scope of a project;
- compile a project budget by applying cost estimating techniques;
- adhere to procurement stipulations to purchase project resources;
- apply project risk management practices;
- apply project planning tools and techniques such as PERT, CPM and Gantt charts;
- manage the quality of a project;
- perform project stakeholder analyses and compile a comprehensive communication plan;
- explore organisational structures in support of projects, with specific reference to a managing-by-project approach, project support offices, steering committees and project sponsors/directors;

THE SYLLABUS

The following study units are included :

1. Introduction to Project Management
2. Project lifecycle
3. Project planning and scope management
4. Cost, procurement and estimating techniques
5. Project risk management
6. Project planning tools and techniques
7. Project quality management
8. Project communication and stakeholder management
9. Project organisational structures
10. Project team management
11. Portfolio and programme management
12. Technology and projects
13. Outsourcing and service-level agreements

ENROLMENT AND REGISTRATION

Contact Sessions

There is one four-day contact session in Potchefstroom and Vanderbijlpark. Although this session is not compulsory, candidates are encouraged to attend since practical group work will be done. A list of guest houses and hotels will be provided upon registration. Competent and experienced presenters conduct the contact sessions.

Duration

The duration of the course is six months. There are two registration opportunities per year – one in January and one in July.

Evaluation

Each candidate must submit a comprehensive assignment in which an applied project (public or private sector context) must be completed in terms of the project management cycle, Gantt chart and business plan.

Fees

- Corporate clients (more than ten candidates) can apply for special tariffs.
- Expenses involved for attending the contact sessions will be for the cost of the candidate.
- Fees to be paid in advance to receive your study material. Payment into account: ABSA Bank, account number 670 642 313, branch code 632005. Reference: SBG APM Initials and Surname

Very important: Please fax proof of payment to 087 231 5495, for attention: Anthea Gaanakgomo

Certification

After successful completion of the course, candidates will receive a certificate accredited by the NWU School of Business & Governance.



Short Learning Programme on ADVANCED PROJECT MANAGEMENT (APMP) APPLICATION FORM

Applications must be accompanied by:

- Proof of highest qualification achieved
- Two clear recent passport-size photographs
- A letter from the participant's employer in which:
 - the employer certifies that the participant meets the requirements; and
 - the employer grants permission for the participant to participate in the programme
- A certified copy of your Identity Document.



NB! latest version of **ADOBE ACROBAT READER** before attempting to complete the form.

We look forward to your participation in our programme.

Application for admission to the APMP Programme

- Strictly confidential
- Please complete in type or print-hand

A. Personal information

Initials and surname Title

Names Nickname

ID no. Date of birth Y Y Y Y M M D D

Home address

Postal code

Tel no. (H) Area code No. Cell no.

Nationality

E-mail

Postal address (if different from home address)

Postal code

Work address

Postal code

Tel no. (W) Area code No. Fax no. Area code No.

B. Post-school activities

Complete in reverse order (starting with the most recent) all tertiary academic work, including qualifications (compulsory for evaluation purpose).

University/College/Technikon	Period (Year)		Name of Degree/Diploma/Certificate	Study completed	
	From	To		Yes	No

C. Employment Record

Please record your most recent positions of employment, starting with your present position.

Name of Company	Industry	Title or Position	Date	
			From	To

Controlling Company _____

Subsidiary/Section _____

Nature of Business _____

Title Position _____

Number of Employees _____

Number of Years in Position _____

The NWU School of Business & Governance places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organisation.

D. Payment Options (Please request an invoice before making a payment)

Payment enclosed (Please mark appropriate box) Cheque Postal order Transfer RealPay

Account details

ABSA Bank
 Account No. 670 642 313
 Branch Code 632005
 Ref: Invoice Number

Cheques should be made out to:

North-West University
 (No cash please)

Please fax proof of payment to:

Fax No. 087 231 5495
 Attention: Anthea Gaanakgomo

Entity responsible for payment:

Self Company

If self and are unable to pay full study fees immediately, please complete the RealPay debit order option form. (Available on request)
 If company, please provide the following details for invoicing purposes:

Registered Company Name: _____

Company Address Details: _____ Company Vat Reg. No. _____

Postal Code _____

Contact Credentials of Creditors Department:

Contact Name _____

Tel No. Area Code _____ No. _____

This application, once approved, becomes a legal and binding agreement between the applicant and the NWU Business School which is irrevocable.

E. Submit

Please post your completed application form to:

Admin Officer: Advanced Project Management
 NWU School of Business & Governance
 Private Bag X6001, NWU
 Internal Box No. 296
 Potchefstroom, 2520

Signature of Candidate _____

Date _____

Submit by email

Reset form

North-West University; Private Bag X6001, Potchefstroom, 2520
E-mail: pbsinfo@nwu.ac.za

Anthea Gaanakgomo
Tel: 018 299 1413
Fax: 087 231 5495

<http://commerce.nwu.ac.za/business-school/>

