

# Short Learning Programme on **PROJECT MANAGEMENT**

(Proposed NQF 5)



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

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# Short Learning Programme on PROJECT MANAGEMENT

(Proposed NQF 5, Credit points 12)

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 delivery systems and processes.

Potchefstroom Public Management & Governance (PPMG) is a specialised unit within the School of Social Studies that facilitates the development and implementation of short courses for the public sector. The course in Project Management was developed and implemented in partnership with the NWU School of Business & Governance and is accredited by both Schools.

## ADMISSION REQUIREMENTS

### TARGET GROUP

Public and private sector programme and project managers.  
Implementers of government policies and programmes.

To determine whether a candidate should enrol, the following should be considered:

Is he/she involved with or responsible for:

- translating strategic plans into action?
- translating policy into service delivery programmes and projects?
- Public-Private Partnerships (PPPs)?
- the implementation of Integrated Development Planning (IDP)?
- determining performance indicators and standards for quality and cost-effectiveness?
- alternative service and product delivery, i.e. outsourcing?
- business planning?
- applied technology to effectively manage projects?

**If the answer to any of the above is affirmative, the candidate should apply.**

Each candidate will receive a comprehensive manual consisting of thirteen modules, which comply with international outcomes and standards for Project Management as well as the requirements of the Project Management Institute of South Africa (PMISA).

## STUDY UNITS

THE FOLLOWING STUDY UNITS ARE INCLUDED:

1. Project Management Principles and Cycle
2. Project Management: A South African Public and Private Context
3. Project Time Management
4. Project Communication Management (including Business Planning)
5. Project Cost Management
6. Project Procurement Management
7. Project Scope and Integration Management
8. Project Human Resource Management
9. Project Risk Management
10. Project Quality Management (including TQM, performance indicators and standards)
11. Project Management: Applied Technology (e.g. MS Project)
12. Public-Private Partnership & Outsourcing
13. Project Management for Integrated Development Planning (IDP)

# ENROLMENT AND REGISTRATION

## CONTACT SESSIONS

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

## DURATION

The duration of the course is six months. Corporate clients may apply for shorter courses (e.g. three days to three months). There are two registrations per year, one in January and one in July.

## EVALUATION

Each candidate must submit an 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.

## FEEES

- Fees are determined annually and are available on request.
- Corporate clients (more than ten candidates) can apply for special tariffs.
- Expenses involved in attending the contact sessions will be for the cost of the candidate.

## CERTIFICATION

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



# Short Learning Programme on PROJECT MANAGEMENT (PMP) APPLICATION FORM

## Applications must be accompanied by:

- Two clear recent passport-size photographs
- Copy of ID or Passport
- 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



**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 PMP Programme

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

### A. Personal information

Initials and surname	<input type="text"/>	Title	<input type="text"/>
Names	<input type="text"/>	Nickname	<input type="text"/>
ID no.	<input type="text"/>	Date of birth	<input type="text"/>
Home address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Tel no. (H) Area code	<input type="text"/>	No.	<input type="text"/>
	<input type="text"/>	Cell no.	<input type="text"/>
Nationality	<input type="text"/>		
E-mail	<input type="text"/>		
Postal address (if different from home address)	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Work address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Tel no. (W) Area code	<input type="text"/>	No.	<input type="text"/>
	<input type="text"/>	Fax no. Area code	<input type="text"/>
	<input type="text"/>	No.	<input type="text"/>

### 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)	
	From	To

Name of Degree/Diploma/Certificate	Study completed	
	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: Project Management  
NWU School of Business & Governance  
Private Bag X6001, NWU  
Internal Box No. 296  
Potchefstroom, 2520

Signature of Candidate \_\_\_\_\_

Date 

Y	Y	Y	Y	M	M	D	D
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**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/>

