



Shaping minds  
of business  
leaders in  
Africa



SHORT LEARNING PROGRAMME ON  
**ADVANCED PROJECT** MANAGEMENT

Advanced 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.

## 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
- Participants who wish to improve their marketability in the market and strengthen their degrees
- Managers or functionaries who want to improve their basic knowledge of project management

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

**After successful completion of this certificate, participants 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;
- 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.

## 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. Participants have to attend a 4-day practical workshop. 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 four registration opportunities per year – one at the beginning of each term.

### Evaluation

Each candidate must submit a portfolio of evidence in the format of detailing an applied project (public or private sector context).

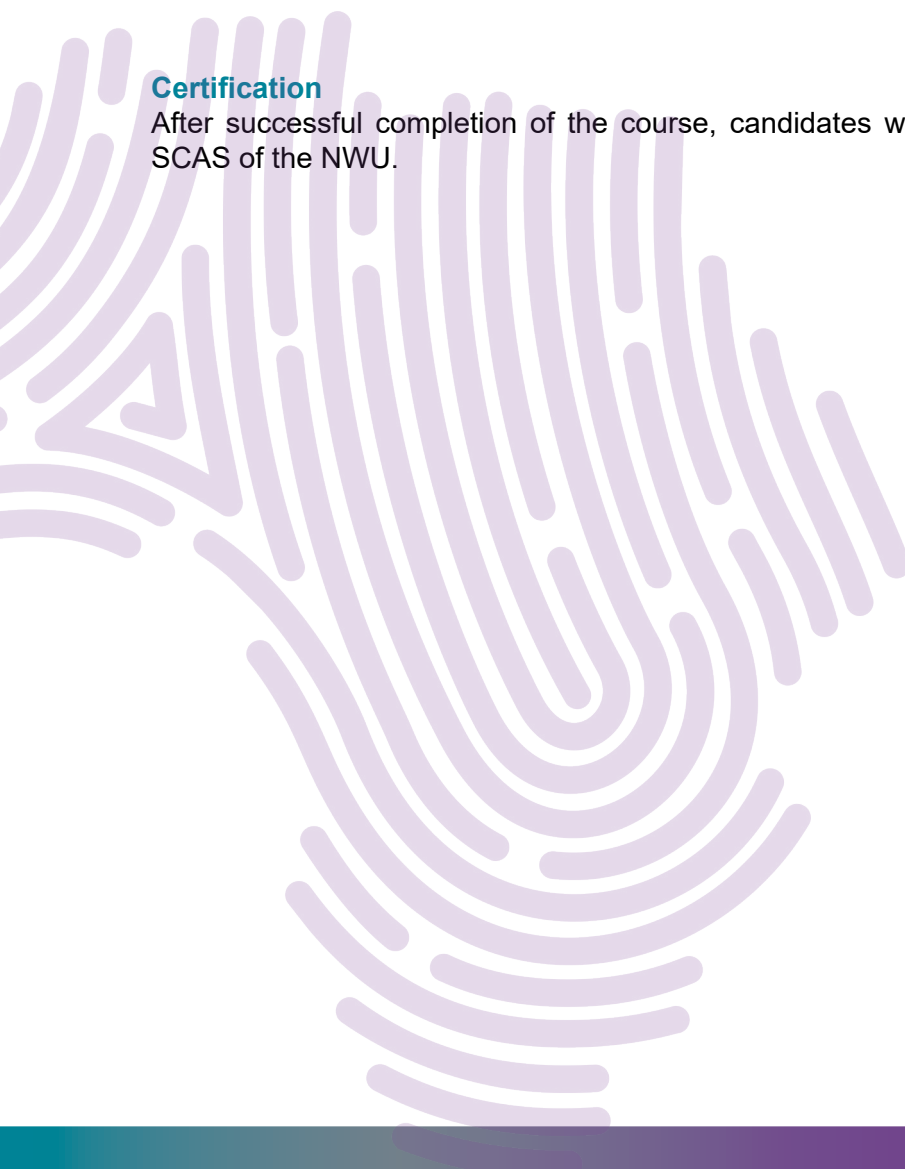
**Very important: Email proof of payment to [Janine.Erasmus@nwu.ac.za](mailto:Janine.Erasmus@nwu.ac.za)**

### Fees

- 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 as registered via SCAS of the NWU.



## Short Learning Programme on ADVANCED PROJECT MANAGEMENT (APMP)

### Applications must be accompanied by:

- One clear recent passport-size photograph.
- A certified copy of your identity document or passport.
- Proof of Matric certificate/Highest qualification.
- 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

### Application for admission to the Advanced SLP on Management Strategy

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

A. Personal information			
Initials and surname:		Title:	
Names:		Preferred name:	
ID number:		Date of birth:	
Home address:			
		Postal code:	
Tel no:		Cell number:	
Email:		Nationality:	
Postal address:			
		Postal code:	
Work address:			
		Postal code:	

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/Technicon				
Period	From / To			
Name of qualification				
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:	
Section:	
Nature of business:	
Title position:	
Number of employees:	
Number of years in position:	

The NWU Business School 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.

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D. Payment options			
(Only after acceptance letter to the PMP has been issued)			
Payment enclosed (Please mark appropriate box)	<input type="checkbox"/>	Cheque	<input type="checkbox"/> Transfer
<b>Account details</b> ABSA Bank Account No. 670 642 313 Branch Code 632005 Ref: NWUBS APM Initials and Surname	<b>Cheques should be made out to:</b> North-West University (No cash please)		
Please email proof of payment to: <a href="mailto:Janine.Erasmus@nwu.ac.za">Janine.Erasmus@nwu.ac.za</a>			
Entity responsible for payment:	<input type="checkbox"/>	Self	<input type="checkbox"/> Company
If company, please provide the following details for invoicing purposes:			
Registered company name:			
Company address:			
Postal code:			
Company VAT no:			
Contact details of creditors department – contact name:			
Tel no:			

I understand that a deposit of 50% of the programme costs is to be paid after successful enrolment to the programme. An invoice will be issued for the full programme cost of which 50% accounts for the deposit.

I understand that should I wish to withdraw from the programme, I need to do so two (2) weeks prior to commencement as to have any payments made refunded. Should I fail to withdraw in time, I understand that I forfeit the deposit of 50% of the programme cost.

I agree that I will become immediately liable for the full repayment of my study fees and that the remainder may be paid in three (3) instalments over three (3) months.

I agree that I will continue to make monthly payments, by no later date than the last working day of every month, until my obligations in terms of this contract towards the financing of my study fees have been paid in full.

This application binds the participant inter alia to the payment of the full study fees. Any amount that is from time to time due and payable by the participant to the North-West University, shall be proven by means of a certificate of balance, which is issued and signed by an authorised official of the University. Such a certificate shall be binding on the participant and shall serve as prima facie

proof of the computation, extent and existence of the amount owing, and of the indebtedness of the participant towards the University for purposes of summary judgement and provisional sentence. In the event that the participant pays the study fees in instalments and skips one instalment, the full outstanding balance becomes due and payable.

Please post or email your completed application form to:  
Admin Officer: Project Management NWU Business School  
Private Bag X6001, NWU  
Internal Box No. 296  
Potchefstroom  
2520  
[Janine.Erasmus@nwu.ac.za](mailto:Janine.Erasmus@nwu.ac.za)

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Signature of Candidate:

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Date:



Janine Erasmus  
Tel: 018 299 1391  
Email: [NWUBS@nwu.ac.za](mailto:NWUBS@nwu.ac.za)

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

