



Shaping minds  
of business  
leaders in  
Africa



SHORT LEARNING PROGRAMME IN  
**PROJECT MANAGEMENT (PMP)**

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 Business School 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 13 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

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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. 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).

### **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.

### **Fees**

- Fees are determined annually and are available on request.
- 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 PPMG and registered via SCAS of the NWU.

## Short Learning Programme in Project Management (PMP)

### Applications must be accompanied by:

- 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

### 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 PB 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% account 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>

