

SPECIALIST PROJECT MANAGEMENT PROGRAMME

NQF Level 6

Participant Profile

This short learning programme is developed to provide the skills and competencies for technically qualified people from all fields who require specific practical skills in project management. This short learning programme is also ideal for the person who has successfully completed a post-matric qualification in another field of study, but whose career path has developed into the field of project management.

Short Learning Programme Structure

The Specialist Project Management Programme (SPMP) is a short learning programme at NQF level 6 and consists of 7 modules which are presented by way of lectures, group discussions, case studies and role plays. The lecturing contact time is 36 hours per module. Two modules are conducted concurrently over 12 weeks of part-time study, and are completed before the commencement of the next two modules. The short learning programme methodology is practical, involving a problem solving approach to knowledge transfer. Delivery may also take the form of block release.

Learning Outcomes

On completion of this short learning programme, the learner will be able to:

- Demonstrate comprehensive knowledge in the field of project management.
- Analyse and evaluate data, ideas, theories and practices within the projects field.
- Identify key elements and solve problems using appropriate methods and theories.
- Practically apply the knowledge and skills learnt on the programme to scenarios presented in case studies and in the workplace.

Evaluation of Participants

Assessment is both formative and summative and includes:

- Weekly individual and group exercises and tasks
- Group and individual assignments
- Open and closed book case study integrative assessments

To complete the short learning programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

Entrance Criteria

The minimum entry requirements for admission to the SPMP are:

- Twenty three years of age and
- Three years business experience and
- Senior certificate or NQF 4 equivalent and proven management competency within the project management field **or** Successful completion of the Business Studies Unit's Business Management Development Programme (BMDP) **or** Alternative admission can be achieved via the DUT RPL process or mature age exemption.

MODULE 1: Organisational Behaviour

Overview of organizational Behaviour; Organisational Behaviour in Global and Diverse Context; Foundations of Individual Behaviour; Attitudes and Job Satisfaction ; Personality and Values; Perception and Individual Decision Making; Basic Motivation Concepts; Motivation - From Concepts to Application; Emotions and Moods; Foundations of Group Behaviour; Understanding Work Teams; Communication; Basic Approaches to Leadership; Contemporary Issues in Leadership; Foundations of Organisational Structure; Organisational Culture; Human Resource Policies and Practices; Organisational Change and Stress Management.

MODULE 2: Financial Management

The Objectives of Accounting; Annual Financial Statements (AFS); Financial Analysis of AFS, Risk & expected return, The cost of capital, Budgeting & cash flow, C-V-P Analysis (Break-even), Working Capital Management, Methods of Financing a Business.

Module 3: Project Initiation & Development

Introduction to Project Management - Initiation & Development; Project Management Process; Strategic Context and Issues; Project Stakeholders & Stakeholder Management; Organisational Design; Project Leadership; Teamwork; Communication & Information Systems; Project Monitoring, Evaluation & Control Systems; Project earned Value Management System.

MODULE 4: Project Tools & Techniques

Introduction & Historical Development of Project Management; Project Feasibility Studies & Project Selection; Project estimating; Project Scope Management; Work Breakdown Structure (WBS); Network Diagrams; Schedule Bar Chart; Project Control; Project Quality Management; Project Risk Management.

MODULE 5a: Corporate Governance (Elective)

Why Corporate Governance; Strategy and its Implementation; Composition and Selection of the Board of Directors; Directors and their responsibilities; Functioning of the board, Board Committee; Financial reporting and communication; Risk management and internal control,; External audit; Internal audit; Integrated sustainability reporting,; Public sector; Remuneration of Directors; Corporate Governance in Private Businesses and other small organizations.

MODULE 5b: Quantitative Techniques (Elective)

The use of Calculus; Quantitative approach, managing data, survey methods & presentation of data; Measures of Location and Dispersion; Index numbers; Correlation & Regression; Time Series; Introduction to Probability - Discrete & Continuous Probability distributions; Confidence Intervals; Significance Testing; Time value of money; Modelling stock control and queues

MODULE 6: Project Planning

Key Issues facing Project Management; Project Planning Elements; Project Proposals; Planning the Quality Dimension; Planning the Time Dimension; Planning Project Resources; Planning the Cost Dimension; Procurement Management; Planning Project Communications; Critical Chain Project Management.

MODULE 7: Project Control

Introduction to Project Control Management; Project Control Cycle; Project Control Process; Control during Initiation and Planning Phases; Control during Scheduling and Execution Phases; Information for project Control; Control during evaluation Phase; Control Systems for Project Termination; Control Systems for Project Organisation; Project Control Documentation.

Concluding Remarks

- Due to the dynamic nature of the South African business environment, the BSU reserves the right to make changes to its short learning programmes where necessary.
- The presentation of a short learning programme or any format is subject to sufficient enrolment as determined by the BSU.
- In order to gain admission to the BTech: Management programme at NQF level 7, applicants must satisfy all the entry requirements of that qualification.