



# Presentation Software Training

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## Project Management 5 Day Course

### Overview & Objectives

Training will be done according to **PMBok International Standards**, and all documentation follows that to conclusion. Students will not be trained according to a specific methodology but methodologies will be discussed to assist in determining a methodology for the Projects Office, if so required. **The course consists of:** 2 days theory, 2 days Microsoft Project for Windows, 1 day combination of theory & implementation. **The 3 day practical component** focuses on implementing a project and will consist of the following phases: **Initiation, Planning, Execution, Control & Close Out**. For each phase there will be input documentation and output documentation. This will be done by using a practical example and the students will be required to take a project through all the phases and give output as required for the documentation. In conclusion the students will be able to take a project regardless of industry, through the stages from beginning to end.

### Course Prerequisite

No prior knowledge is required, however it would be of most value to students currently working as per the audience proposed.

### Who should attend?

Current Managers wanting to be skilled on how to be Project Managers, Current Project Administrators and Current Project Managers.

### Course Outline

Day	Project Phase	Subject	Documentation/Software to be used
Day 1	Initiation and Planning Phase in Project Management. This will consist of a workshop format, as the students will need to learn how to compile a business case, setup all relevant plans, i.e. Risk Management etc. Planning will also consist of workshop format to teach the students how to actively plan the project.	<p>Theory Of Project Management: Introduction to Project Management, versus Project Methodology and using a tool like Microsoft Project for Windows. Audience Analysis as to training requirements.</p> <p>Analysis of Individual versus team interaction to enable project manager to design relevant plans.</p> <p>Plans required are the following:</p> <p>Team Management will include advice as to how to manage unknown resources i.e. CV and Behavioral interview with new team members. Utilize Project Team member assessment document for existing team.</p> <ul style="list-style-type: none"> <li>• Risk Management</li> <li>• Quality Management</li> <li>• Scope Management Process and log system</li> <li>• Budget Management</li> <li>• Return on Investment if required</li> <li>• Asset Management</li> <li>• Resource Management (Permanent, versus contractors) (People and/or equipment)</li> <li>• Communication plan (Weekly meetings, feedback reports and exception reports). Formats of reports and also media to be used ie meetings, emails, phone calls, sms)</li> <li>• Status reports</li> <li>• Software required by relevant team members as per role allocation i.e. Excel, Word or Microsoft Project. Web Access for decentralized projects</li> <li>• Managing resistance of change</li> </ul>	<p>Introduction for Day 1:</p> <p>Presentation – Project Management Presentation 2011</p> <p>Planning Phase of Project: Input document: Business Case document to be presented to Sponsor of project, to determine viability and execution of project.</p> <p>Initiation Phase: Initiation document Output Document in conclusion to Initiation workshop</p>
		These documents will form the basis for the Theory of the course. Further documentation will be supplied for the practical	Project Management Guidebook.pdf Project Management Guidebook123.pdf



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Day	Project Phase	Subject	Documentation/Software to be used
Day 2	Initiation Phase Planning Phase	Theory day 2, Initiation workshop Planning Workshop	Output document Scope of Work Document Work Breakdown Structure document
Day 3	Execution Phase	Microsoft Project Introduction	WBS document done in Excel will form basis for Training in Microsoft Project. Examples to be used for Microsoft Project will be as per the directory of Project Plans. Instructor will choose relevant Project Plan according to audience analysis. Integration to Outlook and or Web Access and if need be SharePoint Services.
Day 4	Control Phase	Microsoft Project Intermediate to Advanced	Output will be relevant reports in Microsoft Project - Standard and Visual Reports. Integration to Outlook and or Web Access and if need be SharePoint Services.
Day 5	Close out Phase	Conclusion to practical	Post Mortem of Project Lessons Learned Input and Output document is PP document called Post Mortem
			Project Companion.exe Program which gives learners an overview of the 5 day course.

## Additional Information

<b>Duration</b>	5 days
<b>Cost</b>	R12 000,00 (excl. VAT)
<b>Includes</b>	Comprehensive Course Documentation Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.  
Accreditation Number - ACC/2007/02/603.