



PST TRAINING (PTY) LTD

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Overview of Project Management (Theory)

Overview

This one-day course introduces the principles, terminology, and best practices of project management. Delegates will learn the processes, tools, and techniques required to plan, execute, monitor, and close projects effectively, while understanding how to manage constraints, risks, and stakeholder expectations.

Objectives

By the end of this course, participants will be able to:

- Define what project management is and identify the key components of a project
- Recognise and manage risks using structured risk management processes
- Understand the stages of the project life cycle from initiation to closure
- Create a Work Breakdown Structure (WBS) to organise and define project deliverables
- Plan time and resources effectively, including cost estimation methods
- Use calendars, schedules, and technology to support project planning and execution
- Monitor project performance using Earned Value Management (EVM) techniques
- Apply decision-making and problem-solving skills to keep projects on track
- Identify the qualities of an effective project manager and apply strategies for success

Course Prerequisite

Ability to read, write and understand English

Language of Delivery

English

Delivery Methods

This course is facilitated by a competent and experienced subject matter trainer using practical, hands-on learning methods including questions, discussions, exercises and assessments.

Who should attend?

This course is suitable for individuals who are responsible for planning or managing projects in a professional environment, including:

- Project Managers and Coordinators
- Team Leaders and Supervisors
- Department Managers
- Operations Managers
- Event Planners
- Business Analysts
- Engineers and Technical Leads

Course Outline

This course consists of the following 11 modules

Module 1	Introduction to Project Management • Defining projects and project management • The project management triangle and constraints • Identifying stakeholders
Module 2	Risk Management and the Project Life Cycle • Identifying and managing risks • Benefits and processes of risk management • Project initiation, execution, and closure stages
Module 3	Project Initiation Stage • Project management roles and documentation • Determining goals, specifications, deliverables, constraints, and assumptions • Presenting the business case
Module 4	The Planning Stage • Determining scope of work • Creating a scope management plan
Module 5	Work Breakdown Structure (WBS) • Creating and refining the WBS • Identifying risks and defining task descriptions
Module 6	Planning the Time Element • PERT calculations, project schedules, and schedule charts • Updating time constraints and estimating costs

Module 7	Additional Planning Elements • Procurement, human resources, quality, and decision-making plans
Module 8	Using Technology in Project Management • Effective use of software and email in projects
Module 9	Monitoring Performance with EVM • Defining and applying Earned Value Management • Using formulas and performance descriptors
Module 10	Ten Key Project Planning Questions • Critical considerations for successful project planning
Module 11	Becoming a Better Project Manager • Process improvement, plan preparation, and project control during execution

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire