



What is it all about?

In the words of Rory Burke; “There is a silent revolution happening in the field of project management

Project Management is a part of daily life and in a smaller or bigger measure we are all using the principles of Project Management to guide us through our day.

Even to the extent that many of today’s business managers are managing their businesses on a project basis using the fundamental and more elaborate principles of Project Management.

In the competitive world that we are living in, it is essential that we optimise our efforts and time to secure the desired outcomes, and this course will equip the delegate with the basic tools and understanding to make that happen.

What makes it different?

- The course was designed by leading experts with many year’s experience in the practical application of Project Management;
- The skills learned are practically applied while on the course to ensure that the knowledge gained is reinforced while still fresh;
- Delegates will gain an understanding of what Project Management is and how to apply it towards optimising productivity and effectiveness

All Pragma training courses are CPD accredited.

Who should attend?

- Project Managers.
- Anyone expected to deliver projects on time, within budget and according to the desired quality.

Format

- Public Training - scheduled at all major cities across Southern Africa.
- On-site Training - anyplace, anywhere.

Project Management



Course Outline

Modules covered in this 2 day intervention:

Introduction to Project Management

This module covers an introduction to project management, touches on the concepts of Management-by-Projects and the role of the project manager.

History of Project Management

This module covers the development of Project Management since its inception in the 1900's through to the current trends in Project Management.

Project Management Support Tools

This module covers aspects such as Project Accounts, Communication, Organisation, Teams, Leadership and Computing.

Delegates will be required to work on and prepare a project plan as the course progresses as part of the classroom exercises.

The course explores the techniques used in most Project Management Software and can be extended to include a basic introduction to MS Project.

Project Lifecycle

This module takes an in depth look at the four elements of the project lifecycle:

- **Commission**
 - Test
 - Run-up equipment
 - Quality testing
 - Closeout report
- **Implementation**
 - Award contracts
 - Plan and control
 - Scope change control
 - Plan and control
 - Certificate of completion
- **Design**
 - Work Breakdown Estimate
 - Risk Analysis
 - Critical Path Method
 - Gantt Chart
 - Responsibilities
 - Model testing
 - Prototype testing
 - Baseline plan
- **Concept**
 - Feasibility study
 - Identify stakeholders
 - Cost benefit analysis
 - Project Proposal
 - Processes
 - Key Activities
 - Outputs

For more information:

Tel: 011 318 0641
E-mail: academy@pragma.co.za
Web: www.pragmaworld.net

Project Management

Please return your completed registration to fax: 086 666 2696 or e-mail: academy@pragmaworld.net
Delegate Registration Form

| | | | |
|------------------|--|----------------|--|
| Date | | Reference Code | |
| Early Bird Price | | Full Price | |

Register 4 weeks prior to the starting date to receive a 5% early bird discount.

Delegate Details

| | | | | | |
|------------------------------|--------|--------|------------|------------------------|--|
| Title | | | | | |
| Name | | | | | |
| Surname | | | | | |
| Job Title | | | | | |
| ID Number | | | | | |
| Telephone | | | Mobile | | |
| Email | | | | | |
| Special Dietary Requirements | Halaal | Kosher | Vegetarian | Other (please specify) | |

Register 2 delegate: 5% discount; Register 3 delegates: 10% discount; Register 4 delegates: 15% discount; Register 5 delegates: 20% discount

Company and Payment Details

| | | | | | |
|---------------------|--|--|-----|--|--|
| Full Company Name | | | | | |
| Purchase Order | | | | | |
| Landline | | | Fax | | |
| Billing Address | | | | | |
| VAT No | | | | | |
| Main Contact Person | | | | | |
| Telephone | | | Fax | | |
| Email | | | | | |
| Payments Contact | | | | | |
| Telephone | | | Fax | | |
| Email | | | | | |

Approving Manager

| | | | | | |
|-----------|--|--|---------|--|--|
| Name | | | Surname | | |
| Job Title | | | Email | | |

Pragma Academy Banking Details

Bank: Nedbank

Account Name: Pragma Africa Pty Ltd

Account Number: 118 608 9040

Branch: Business NP

Branch Code: 118602

Reference: Company Name-Course Name

I, _____, have authorisation to approve this training and have read and understand the terms and conditions

Signature

Terms and Conditions

- All registrations will be deemed confirmed and subject to these terms and conditions:
- ALL PRICING EXCLUDES VAT.
- A full refund is available for cancellations received in writing at least 15 working days prior to course commencement.
- The course fee is non-refundable if less than 15 working days' notice of cancellation is given.
- Registrations received less the 15 days prior to the course can therefore not be cancelled.

PRAGMA Academy reserves the right to cancel any advertised course due to insufficient enrolments or to conditions beyond Pragma's control. Payment is required prior to the starting date of the course. Please send your payment advice to academy@pragmaworld.net.

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