Registration Card

Please complete and return as soon as possible to:

Ms P Gokool
T^2 Training Centre
KwaZulu-Natal Department of Transport
P O. Box 4094
Willowton Hub
PIETERMARITZBURG 3200
Tel: (033) 397 9508
Fax: (033) 397 9585
Email: Pamela.Gokool@kzntransport.gov.za

Surname: _____

First Name:_____ Title:_____

Organisation: _____

Postal address: _____

Postal code: _____

Tel: _____

Fax: _____

E-mail: _____

Enquiries:

Ms P Gokool
Tel: (033) 397 9508
Fax: (033) 397 9585
Email: Pamela.Gokool@kzntransport.gov.za

Payment

Delegates from organizations other than KwaZulu-Natal Department of Transport must pay the R 1000 course fees by cash or cheque.

Cheques should be made out to:

KwaZulu-Natal Provincial Government-Transport

and mailed to:

Mrs D Naidoo
Technology Transfer Centre
KwaZulu-Natal Department of Transport
Private Bag X9043
PIETERMARITZBURG 3200

Cancellation

Delegates may be substituted, but no refunds will be made for cancellations.

Project Management Course

T^2 Training Centre
Mountain Rise

Announcement
and
Registration

Background

The T2 Training Centre is offering a three day course on project management. This course will introduce you to the theoretical concepts of project management. It will cover the planning and organising of tasks and resources to accomplish a defined objective with constraints on time and costs and to the use of Microsoft Projects as a project management tool. Microsoft Project helps you with planning tasks, allocating resources, costing, tracking and reporting using charts, reports and subprojects. The course is created to equip Departmental staff with the knowledge and skills to enable them to manage the Departmental projects efficiently.

Objectives

The objectives of the course are:
- To be able to properly define the scope of the project.

- To be able to plan projects.

- To acquire techniques on how to manage resources and change.

- To be able to close off projects.

- To be fully conversant with Microsoft Project.

Target audience

KwaZulu-Natal Department of Transport staff and consultants working for the Department whose responsibilities include supervision and management of various types of projects including head office type projects.

Date and venue

The course will be held at the New Horizon Centre , Shop 9A, The Side Walk, 54 Durban Road, Pietermaritzburg.

Facilitators

New Horizon Computer Learning Centre

Fees

The course is free for KwaZulu-Natal Department of Transport employees. Delegates from other organizations must pay R 1000 to cover course attendance, presentations and teas.

Programme

The course will be run over three days. The first day being theoretical and the other two being more practical, using MS Project to accomplish this.

The following topics will be covered:

DAY 1
- Introduction to project management
    - Define projects
    - Reasons for project success and failure
- Scope definition phase
    - Identify stakeholders needs
    - Methods for identifying requirements
    - Roles and responsibilities
    - Components of a scope document
- Planning phase
    - Develop work breakdown structures
    - Understand task relationships
    - Manage resources, progress and budgets
    - Develop effort, time and cost estimates
    - Create project schedules and teams
- Execution phase
    - Track projects
    - Monitor earned values
    - Understand critical paths
    - Manage resources, teams and change
    - Apply change controls

- Closure phase
    - Importance of project closure
    - Conduct a project review
    - Identify lessons learnt
    - Describe contents of project report

DAY 2
- Project basics
    - Navigate project and views
    - Using templates
    - Modify default settings
- Managing tasks
    - Enter and edit tasks
    - Organise and outline tasks
- Time management
    - Set the start date and durations
    - Link tasks
    - Use lag time
    - Set constraints
- Resource management
    - Create a resource pool and calendar
    - Assign and level resources
    - Assign task priority

DAY 3
- Multiple projects
    - Assign passwords
    - Save workspaces
    - Share and sort resources
    - Create subprojects
- Correct project links, tracking and reports
    - Save baselines
    - Enter actual data and costs
    - Determine costs
    - Review Earned value data
    - Create and print reports
- Customising projects
    - Modify project options
    - Create custom menus, toolbars and forms
    - Use the organiser
- Graphics
    - Use the drawing toolbars
    - Create, edit and anchor charts