

PROJECT MANAGEMENT

★ COURSE OVERVIEW

The Project Management training course will provide delegates with an understanding of the issues relating to and fundamentals of Project Management.

The course includes the following:

- An overview of project lifecycles and the phases of a project from conception, to design, to implementation, to closeout
- Definition of needs analysis, stake holder identification, definition of objectives, requirements analysis, project selection and project charters
- Economic project justification criteria including discounted cash flow, net present value (NPV) calculations and internal rate of return (IRR)
- Definition of work breakdown structures, time management, project costing & accuracy of estimates, schedules using Gantt charts, precedence diagrams, critical paths and milestones, project base lines, project variances and team selection
- The implementation phase including risk assessment and mitigation, change control management, quality control, procurement, communication and performance monitoring
- Project closeout including acceptance signatures, project hand over and final project evaluation

...AND MUCH MORE!

TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

TEL: 011 582 3200

Email: training@astrotechtraining.co.za

www.astrotech.co.za



COURSE INFORMATION



WHO SHOULD ATTEND

- Project managers, project planners
- Project engineers, IT managers, marketing managers
- HR managers, operational managers, financial managers
- Anyone with an interest in project management



TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included



OUTCOMES

After attending this course attendees should:

- Have an understanding of project management principles
- Gain an understanding of the key phases of project development
- Gain an understanding of the documentation required within a project
- Understand the responsibilities of a Project manager



TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.