

## PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS

### IN-HOUSE 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

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#### ★ COURSE OVERVIEW

With the global shift towards project based business, project management has become an essential business skill for all.

Gone are the days when project management was reserved only for the professional project manager for large and complex projects.

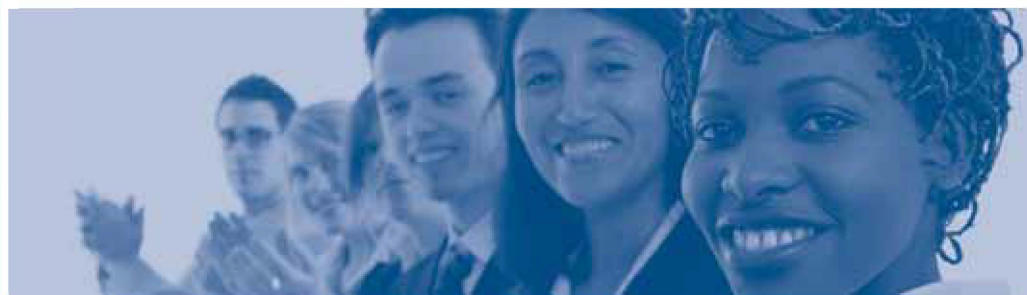
Today, project management skills are used by business professionals across the board to get tasks and projects completed more effectively and efficiently.

In order to assist non-project managers acquire project management skills, AstroTech offers a training programme on "Project Management for Non-Project Managers".

The course covers the following key topics:

- What is project management?
- Why is project management Important?
- Project planning.
- Project scope definition.
- Project monitoring & control.
- Fundamental project management skills.
- Scheduling & estimating.
- Risk identification & mitigation.
- Project costing & budgeting.
- Working with a project team & getting commitment.
- Critical path planning.
- Work breakdown structures (WBS)
- Project tracking & status reports.
- Using project tools for maximum efficiency.
- Hands-on practical exercises.

...AND MUCH MORE!



## COURSE INFORMATION



### WHO SHOULD ATTEND

- Anyone wishing to acquire project management skills
- Managers, supervisors and team members involved in projects or responsible for task completion
- New employees who have not yet been trained in project management
- Secretaries and administrators tasked with projects to run



### 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:

- Master the skills of project management
- Run future projects on time and within budget
- Become aware of the tools and techniques available to assist with projects
- Understand project terminology
- Network with other industry professionals with similar interests



### 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.