



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Project Management: Essentials

**Course Number:** AXO84–087

**Days:** 1 (5 hours 30 min.)

**Prerequisites:** None

**Description:** This ILT Series course teaches the fundamentals of project management. Students learn how to identify project participants, goals, objectives, activities, and constraints. Course activities also cover activity dependencies, activity analysis, project schedules and budgets, network diagrams, Gantt charts, CPM scheduling, and activity duration compression. Students will also learn how to optimize project activities, estimate costs, control project changes, measure project performance, use project performance reports, accommodate change, control the project schedule and budget, and close a project. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

## Topic-Level Outline

### Unit 1: Defining the Project

#### Topic A: Project Participants

A–1: Determining influence of stakeholders

#### Topic B: Project Objectives and Planning

B–1: Identifying benefits of project planning

B–2: Prioritizing project constraints

### Unit 2: Activities and Dependencies

#### Topic A: Project Activities

A–1: Creating a WBS

A–2: Identifying types of project activities

A–3: Creating PERT charts

#### Topic B: Activity Analysis

B–1: Determining appropriate level of detail

B–2: Creating activity analysis forms

B–3: Assigning work

**Topic C: Activity Estimation**

C-1: Estimating project activities

C-2: Identifying problems and opportunities

**Topic D: Dependencies**

D-1: Identifying dependencies

D-2: Identifying lags and slack

**Unit 3: Project Scheduling**

**Topic A: Schedule Development**

A-1: Identifying benefits and constraints

A-2: Identifying mathematical techniques for analysis

A-3: Understanding network diagrams

A-4: Identifying arrow charting methods

A-5: Creating Gantt charts

**Topic B: CPM and PERT**

B-1: Understanding critical path

B-2: Understanding CPM scheduling and calculations

B-3: Understanding duration compression

B-4: Calculating float

**Unit 4: Project Change Control**

**Topic A: Project Change Control System**

A-1: Understanding project change control system

**Topic B: Controlling Change**

B-1: Accommodating change

B-2: Understanding a project change control board

**Unit 5: Financial Issues**

**Topic A: Fundamentals of Cost Estimating**

A-1: Analyzing historical information

A-2: Understanding activity duration and cost estimates

A-3: Identifying problems while estimating costs

**Topic B: Organizational Financial Systems**

B-1: Understanding organizational financial issues

B-2: Budgeting factors

**Unit 6: Project Performance**

**Topic A: Measuring Project Performance**

A-1: Determining project performance

A-2: Using calculations in earned value analysis

A-3: Controlling project cost

**Topic B: Reporting Project Performance**

B-1: Understanding performance reports

B-2: Understanding status reports

B-3: Understanding progress reports

B-4: Closing projects

B-5: Understanding a final project report

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel comprehensive online courses, email for more details.



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