



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Project Management Fundamentals

Staff are handed projects on top of their day jobs, with no grounding in how projects work

Duration: One day | **Level:** Foundation workshop

The business problem

Employees in every department are now expected to take on extra projects and deliver them well, under budget and on time. Most have never been shown what a project is, how it is structured or how to get support for one.

Projects then start without a clear goal, scope or plan, and drift.

You need this course if...

- Staff run projects alongside their normal duties
- Projects start without clear goals or a statement of work
- Good ideas fail because nobody knows how to sell or prioritise them
- Delegates are about to attend Microsoft Project or Planner training

How this course solves it

This one-day workshop introduces the most common project terms and practices. It is not intended to turn a supervisor or administrator into a project manager.

Delegates learn what a project is, its life cycle and how to prioritise and sell one, then work through a vision, goals, a target chart, a charter and a statement of work.

Who should attend?

- Supervisors, administrators and team members given project work
- Staff preparing for Microsoft Project or Microsoft Planner training

Course content

1. Defining Projects and Project Management

What a project is, what project management means and the key players in a project team.

2. The Role of a Project Manager

Key project-manager skills and developing a proposal for your project.

3. How Can Projects Help Me?

The benefits and challenges of projects, through a short lecture and a case study.

4. A Project's Life Cycle

The four major phases of a project, reinforced with a mix-and-match exercise.

5. Selling a Project

Ways to prioritise projects and win support for them.

6. Creating a Vision

What a vision statement is and how to write one; small groups create a vision for a sample project.

7. Project Goals

The six key parts of a project goal; delegates write goals for a project they are working on.

8. Using a Target Chart

Creating and using a target chart to identify priorities and how to achieve goals.

9. Preparing Your Project

Six key considerations to prepare for, discussed in small groups.

10. Laying out the Project

Creating the project charter and statement of work, and using a project planning worksheet.

After the course

Delegates will be able to:

- Describe what is meant by a project and by project management
- Identify the benefits of projects
- Identify the phases of a project life cycle
- Sell ideas and present a project pitch
- Prioritise projects
- Conceptualise a project, including goals and a vision statement
- Use project planning tools
- Contribute to creating a statement of work

Training format

Duration: One day

Format: Workshop with lecture, case study, group work and individual exercises

Related courses

Microsoft Project Core Essentials

Schedule, resource and report on projects in Microsoft Project. [View course](#)

Microsoft Planner Core Essentials and Advanced

Plan and track team work and projects in Microsoft 365 Planner. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/project-management-fundamental/ | [What our clients say about us](#)

Regards

Address: 22 Amaryllis Grove
Northdene
Durban, KZN 4093
www.collegeafricagroup.com

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Committed to skill development in the media, advertising and ICT sector
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Direct: 083 778 4903
sales@collegeafricagroup.com

D A MUSCAT

Arnold Muscat

SALES@COLLEGEAFRICAGROUP.COM

Direct 083 778 4903