



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

Short Course

Project Management

NIPAM



Project Management

Projects are how organisations make things happen. Projects deliver changes that improve services to customers, increase operational effectiveness and process change. Staff in all types of roles participate in projects, so what exactly is project management?

This short course takes you through the cycle of a project, from early conception and defining the scope through to the evaluation and lesson learned. Throughout the short course you look at tools, techniques and standards developed by professional organisations such as PMBOK but also explore what is used in your own organisation. This short course will help those new to project management to lead and/or contribute to projects more effectively.

Course Learning Outcomes

By the end of the course, participants should be able to:

- Define project management and articulate the role of the project manager
- Demonstrate an understanding of Project Management as a contemporary management approach with unique benefits in comparison to traditional management approaches
- Demonstrate a comprehensive understanding of the project cycle and the applications of project management knowledge areas and process groups at different stages of project management
- Understand the factors that contribute to a successful project outcome and why a project may fail
- Have an awareness of different project management techniques and how they may be useful (more appropriate?) to your projects
- Identify areas of further personal development to enhance your skills as a project manager
- demonstrate a fundamental understanding of the four major project constraints and the interdependencies among them
- demonstrate an understanding of the importance and ways of contributing to effective communication and interpersonal skills in a project environment
- develop simple project management documents including project planning, monitoring, evaluation and reporting tools
- Start inculcating good project management habits as a way of life.

Course Modules

Module One: Introduction to project management dynamics

The need for an introduction to modern project management
Project management dynamics

Module Two: Project management philosophy, strategy and systems

Project management philosophy and strategy
Systems and the project life cycle

Module Three: Project management leadership and organisation

Leadership and effective project managers
Project organisation
Teamwork and managing project teams

Module Four: Project planning and scheduling

Project definition, performance, timing, costing and closure
Developing a project plan and managing risk
Scheduling resources and reducing project duration

Module Five: Project control and closure

Project control principles, progress and performance measurement and evaluation



Dates

5 - 9 March 2018

Venue

NIPAM Campus, Windhoek, Khomas Region, Namibia

Who should attend

The course is aimed at all and every employee in public institutions who may be involved with or who is interested in "project-type" work, similarly all people who may be responsible for planning and executing projects be it small or medium in size and ranging from low to medium complexity, aspirant project managers, junior project managers, assistant project managers, operations managers, project planners, project controllers, but even senior managers and PS's or CEO who need to gain a basic understanding of and appreciation for the dynamic nature, unique body of knowledge and potential advantages which may be gained by project management.

Duration

The course consists of five core modules which are offered over a period of five days.

Cost

N\$ 5,200.00 per person (for participation and learning materials only)

Contact Details

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