



# PROJECT MANAGEMENT

**Programme**  
Outline

		<b>Programme</b>
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	<b>Topic</b>	<b>DAY 1</b>
	Learner registration	08:00 – 08:30
	Welcome	08:30 – 09:00
	<b>Familiarisation with learning methodology and learning material</b>	09:00 – 09:30
	<ul style="list-style-type: none"> <li>• Pre-course assessment</li> </ul>	09:30 – 10:00
	Introduction to Project Management and terminology	10:00 – 10:30
	<b>Refreshment break</b>	10:30 – 10:45
	Introduction to Project Management and terminology (continued)	10:45 – 11:30
	Project Scope and Charter	11:30 – 13:00
	<b>Lunch break</b>	13:00 – 13:45
	Project Scope and Charter (continued)	13:45 – 14:45
	<b>Refreshment break</b>	14:45 – 15:00
	Work Breakdown Structures	15:00 – 16:30
	<b>Topic</b>	<b>DAY 2</b>
	Work Packages and Activities	08:00 – 10:00
	Project Scheduling	10:00 – 10:30
	<b>Refreshment break</b>	10:30 – 10:45
	Project Scheduling (continued)	10:45 – 11:45
	Project Plans	11:45 – 13:00
	<b>Lunch break</b>	13:00 – 13:34
	Project Resource Planning	13:45 – 14:45
	<b>Refreshment break</b>	14:45 – 15:00
	Project Cost Estimating	15:00 – 16:30

<b>Topic</b>	<b>DAY 3</b>
Project Cost Estimating (continued)	08:00 – 09:30
Project Budgeting	09:30 – 10:30
<b>Refreshment break</b>	10:30 – 10:45
Change Control	10:45 – 11:45
Project control techniques	11:45 – 13:00
<b>Lunch break</b>	13:00 – 13:45
Project Communication Planning	13:45 – 14:45
<b>Refreshment break</b>	14:45 – 15:00
Project Communication Planning (continued)	15:00 – 15:30
Post course Assessment	15:30 – 15:45
Assessment requirements	15:45 – 16:30
Closure	16:30 –