



PMO SOUTH AFRICA  
Project Management Office  
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## PROJECT FUNDAMENTALS & ADMINISTRATION TRAINING COURSE 11 April 2013

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### PROJECT FUNDAMENTALS & ADMINISTRATION

#### Course breakdown:

This course is aimed at building an introductory level knowledge base that will help the attendees to improve the project delivery process according to an agreed business case through project management.

A project is a unique, temporary endeavour, with a defined beginning and end, which is created for the purpose of delivering beneficial change or added value to the business, according to an agreed Business Case. Project Management is the discipline of planning, organising, motivating and controlling resources to achieve this specific goal. In contrast business operations are repetitive, permanent, or semi-permanent, functional activities to produce products or services.

The two main focus points of project management is to:

1. Achieve all of the project goals and objectives, whilst keeping within the pre-set boundaries of scope, time/duration, quality and cost.
2. To allocate all necessary inputs optimally and to integrate these inputs in order to meet pre-defined objectives.

#### Questions and Statements:

- How does the project link back to the business case?
- How does the project link back to strategy?
- What is a business case?
- What is a project plan vs project schedule vs project charter vs PID (project information document)?
- What is portfolio & programme management?
- What is a project sponsor?
- What is a PMO (project management office)?
- What is a project manager?
- What is a project?
- What is project management?
- What is the life cycle of a project?
- What is a stage/phase of a project?
- What are the different project documents?
- How is quality measured and controlled in a project?
- How is risk measured and controlled in a project?
- What is the time (duration) of a project, how is it measured?
- What is scope and how is it measured?
- The importance of project indicators/robots/colours/percentages.
- Different project methodologies/framework/processes.
- How and why should you drive a project?
- Appointing the project manager.
- How to plan a project.
- Why and how should I market my project?

#### Factors that are crucial to the success of any project include:

Compiled by Sean Hay

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- The project meets business requirements.
- The project is delivered and maintained on schedule.
- The project is delivered and maintained within budget.
- The project delivers the expected business value and return on investment.
- Clear and clearly articulated goals .
- Comprehensive, long-term, and detailed planning.
- Early definition of deliverable quality criteria.
- Active executive support with a shared vision throughout the project's life.
- Carefully planned implementation.
- Concise, consistent, complete, and unambiguous business and technical requirements.
- Realistic estimates and schedules.
- Early risk analysis and on-going risk management.
- Planning for business process change management.
- Proactive issue resolution.
- Stakeholder involvement throughout the life cycle.
- Defined and consistently executed change management to minimise scope increases.
- A skilled Project Manager experienced in the execution of project management best practices.
- Standard software infrastructure.
- Execution of a formal system development methodology (such as the State's System Development Life Cycle).
- A competent team.
- Commitment to success.

### **Factors that often contribute to the failure of a project include:**

- Lack of stakeholder/user input.
- Incomplete and/or vaguely defined requirements or specifications.
- Changing requirements or specifications.
- Lack of executive support.
- Insufficient planning.
- Underestimated time and/or resources allocated for design, development, quality assurance, and/or quality control.
- Technological incompetence.
- Insufficient resources.
- Unrealistic expectations.
- Unclear objectives.
- Unrealistic timeframes.
- New or untested technology.

### **In this course you will learn:**

- What is a project?

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- What is project management?
- What is the lifecycle of a project?
- Why and how to have a project meeting.
- What project documents to use and when to use them.
- How to plan and implement stages/phases of a project.
- How to kick off a project.

### Course Topics:

1. Corporate Budgeting and Strategy.
2. Corporate Process & Structuring.
3. Portfolio & Programme Management.
4. Business Case Management.
5. PMO (Project Management Office) Management.
6. Change Control.
7. Financial Management/Cost Control.
8. Risk Management.
9. Delivery Focus.
10. Pipeline Management.
11. Resource Management.
12. What is a Project?
13. What is Project Management?
14. The project lifecycle.
15. Time, cost, quality, scope, benefit, risk.
16. Stages & phases.
17. Initiating, delivering, closing.
18. Monitoring & reporting progress.
19. Project Management & the Business Case.

### Summary of your trainer Sean Hay:

- Experience:
  - First networking project – 1995 Consol plastics Durban.
  - First large Corporate project – 1999 Toyota MES System and year 2000.
  - Anglo Vaal mining – Master systems planning – 2002.
  - Derivco/Microgaming – PMO implementation, project software implementation and various online gambling projects – 2004.
  - New production lines – 2007 VW and Toyota.
  - Liberty Properties – Soccer 2012.
  - Plus many other projects & customers.
- Qualifications:
  - Master's Degree Project Management.
  - PMP (Project Management Professional) Trainer (Cheetah Learning USA).
  - Project Management Professional.
  - Prince 2 Practitioner.
  - National Diploma Management.
  - Diploma Business Analysis.

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- MCSE+i.
- 60+ other certificates.

### **Project Fundamentals and Administration Course is intended for:**

- Executives.
- Managers.
- Anyone involved in the budgeting, capex or tender process.
- PMO staff.
- Project Managers.
- Business Analysts.
- Project Staff.

### **Course Duration:**

- 1 Day.