	Curriculum Document	
Curriculum Code	**Curriculum Title**	**Logo**
121905000	**Project Manager**	

	Name	**Email**	**Phone**	**Logo**
Development Quality Partner	**Services Seta**	**customercare@serviceseta.org.za**	**(011) 276 9600**	

Table of content

SECTION 1: CURRICULUM SUMMARY

1. Occupational Information

1.1 Associated Occupation

121905: Project Manager

1.2 Occupation or Specialisation Addressed by this Curriculum

121905000: Project Manager

1.3 Alternative Titles used by Industry

- None

2. Curriculum Information

2.1 Curriculum Structure

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- 121905000-KM-01, Introductory studies for Project Managers, NQF Level 5, Credits 4

- 121905000-KM-02, Project Integration Management, NQF Level 5, Credits 4

- 121905000-KM-03, Project scope management, NQF Level 5, Credits 8

- 121905000-KM-04, Project Time Management, NQF Level 5, Credits 8

- 121905000-KM-05, Project Cost Management, NQF Level 5, Credits 8

- 121905000-KM-06, Project Quality Management, NQF Level 5, Credits 8

- 121905000-KM-07, Project Human Resource Management, NQF Level 5, Credits 8

- 121905000-KM-08, Project Communications Management, NQF Level 05, Credits 8

- 121905000-KM-09, Project Risk Management, NQF Level 05, Credits 8

- 121905000-KM-10, Project Procurement Management, NQF Level 05, Credits 8

- 121905000-KM-11, Project Stakeholder Management, NQF Level 05, Credits 8

Total number of credits for Knowledge Modules: 80

Practical Skill Modules:

- 121905000-PM-01, Initiate a project, NQF Level 5, Credits 4

- 121905000-PM-02, Plan and develop a project management approach and scope statement, NQF Level 05, Credits 8

- 121905000-PM-03, Plan and develop a project time line and schedule, NQF Level 05, Credits 8

- 121905000-PM-04, Plan for and project the cost of a project, NQF Level 05, Credits 8

- 121905000-PM-05, Plan project management systems, NQF Level 05, Credits 8

- 121905000-PM-06, Monitor and control the scope of a project, NQF Level 05, Credits 8

- 121905000-PM-07, Control the project delivery schedules and costs, NQF Level 05, Credits 8

- 121905000-PM-08, Control the project quality, NQF Level 05, Credits 8

- 121905000-PM-09, Manage and control the human resources of a project, NQF Level 05, Credits 8

- 121905000-PM-10, Conduct and control project communication and stakeholder interaction, NQF Level 05, Credits 8

- 121905000-PM-11, Manage and control project risks, NQF Level 05, Credits 8

- 121905000-PM-12, Manage and control project procurement activities, NQF Level 05, Credits 8

- 121905000-PM-13, Manage and control project close-out activities, NQF Level 05, Credits 8

Total number of credits for Practical Skill Modules: 100

This qualification also requires the following Work Experience Modules:

- 121905000-WM-01, Attend to project initiation management processes, NQF Level 05, Credits 10

- 121905000-WM-02, Attend to project planning processes, NQF Level 5, Credits 20

- 121905000-WM-03, Attend to project execution and control processes, NQF Level 05, Credits 20

- 121905000-WM-04, Attend to project close out processes, NQF Level 5, Credits 10

Total number of credits for Work Experience Modules: 60

2.2 Entry Requirements

NSC or NCV level 4 or NQF Level 4 with Communication and Mathematical Literacy

3. Assessment Quality Partner Information

Name of body: SSETA

Address of body: 15 Sherborne Road Parktown, Gauteng 000

Contact person name: Nozipho Zondo (Manager: QMD: Qualifications and Learning Program Division)

Contact person work telephone number: (011) 276 9600

4. Part Qualification Curriculum Structure

SECTION 2: OCCUPATIONAL PROFILE

1. Occupational Purpose

A Project Manager applies knowledge of project management to achieve project objectives in a specific field of application

2. Occupational Tasks

- Initiating a project to address specific project objectives (NQF Level 5)

- Planning and preparing the delivery of a project (NQF Level 5)

- Executing and controlling the delivery of a project management plan (NQF Level 5)

- Managing the poject close out process (NQF Level 5)

3. Occupational Task Details

3.1. Initiating a project to address specific project objectives (NQF Level 5)

Unique Product or Service:

Project innitiation

Occupational Responsibilities:

- Initiate a project

Occupational Contexts:

- Attend to project initiation management processes

3.2. Planning and preparing the delivery of a project (NQF Level 5)

Unique Product or Service:

Project planning

Occupational Responsibilities:

- Plan and develop a project management approach and scope statement

- Plan and develop a project time line and schedule

- Plan for and project the cost of a project

- Plan project management systems

Occupational Contexts:

- Attend to project planning processes

3.3. Executing and controlling the delivery of a project management plan (NQF Level 5)

Unique Product or Service:

Project control

Occupational Responsibilities:

- Monitor and control the scope of a project

- Control the project delivery schedules and costs

- Control the project quality

- Manage and control the human resources of a project

- Conduct and control project communication and stakeholder interaction

- Manage and control project risks

- Manage and control project procurement activities

Occupational Contexts:

- Attend to project execution and control processes

3.4. Managing the poject close out process (NQF Level 5)

Unique Product or Service:

Project close out

Occupational Responsibilities:

- Manage and control project close-out activities

Occupational Contexts:

- Attend to project close out processes

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included

- 121905000-KM-01, Introductory studies for Project Managers, NQF Level 5, Credits 4

- 121905000-KM-02, Project Integration Management, NQF Level 5, Credits 4

- 121905000-KM-03, Project scope management, NQF Level 5, Credits 8

- 121905000-KM-04, Project Time Management, NQF Level 5, Credits 8

- 121905000-KM-05, Project Cost Management, NQF Level 5, Credits 8

- 121905000-KM-06, Project Quality Management, NQF Level 5, Credits 8

- 121905000-KM-07, Project Human Resource Management, NQF Level 5, Credits 8

- 121905000-KM-08, Project Communications Management, NQF Level 05, Credits 8

- 121905000-KM-09, Project Risk Management, NQF Level 05, Credits 8

- 121905000-KM-10, Project Procurement Management, NQF Level 05, Credits 8

- 121905000-KM-11, Project Stakeholder Management, NQF Level 05, Credits 8

1. 121905000-KM-01, Introductory studies for Project Managers, NQF Level 5, Credits 4

1.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Project management careers, the project management framework, project management process and business ethics

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Project Management careers and qualifications (10%)

- KM-01-KT02: Project management framework (40%)

- KM-01-KT03: Project management processes (10%)

- KM-01-KT04: Business ethics (40%)

1.2 Guidelines for Topics

1.2.1. KM-01-KT01: Project Management careers and qualifications (10%)

Topic elements to be covered include:

- KT0101 Career opportunities in Project Management

- KT0102 The skills development landscape for Project Managers

- KT0103 The structure and focus of this qualification

- KT0104 The structured of learning and delivery of the project manager qualification

- KT0105 The final assessment and certification of as a Project Manager

Internal Assessment Criteria and Weight

- IAC0101 Strucuture and focus of the Project Manager qualification can be explained

- IAC0102 Career opportunities in project management can be linked to personal goals

(Weight 10%)

1.2.2. KM-01-KT02: Project management framework (40%)

Topic elements to be covered include:

- KT0201 Definitions and key concepts

- KT0202 Project, program and portfolio management

- KT0203 Relationship between project management and operations management and organisational strategy

- KT0204 The business value of projects

- KT0205 The role of the project manager

- KT0206 The impact of the project environment on project management options

- KT0207 The project life cycle

- KT0208 Project stakeholders and governance

- KT0209 The project process groups and knowledge areas

Internal Assessment Criteria and Weight

- IAC0201 Provide explanations or deffinitions for key project management concepts that demonstrates a comprehensive understanding

- IAC0202 An comprehensive understanding of the relationship between project management concepts and other business disciplines can be demonstrated

(Weight 40%)

1.2.3. KM-01-KT03: Project management processes (10%)

Topic elements to be covered include:

- KT0301 Initiating

- KT0302 Planning

- KT0303 Executing

- KT0304 Monitoring and controling

- KT0305 Closing

Internal Assessment Criteria and Weight

- IAC0301 An uderstanding of the project management process can be demonstrated by providing illustated diagrams and or explanations

- IAC0302 The flow and intergration between the steps can be explained and illustrated

(Weight 10%)

1.2.4. KM-01-KT04: Business ethics (40%)

Topic elements to be covered include:

- KT0401 Codes of conduct

- KT0402 Values and ethics

- KT0403 Consumer rights and protection

- KT0404 Client services

- KT0405 Supplier relations, tenders and procurement

- KT0406 Stakeholder expectations

Internal Assessment Criteria and Weight

- IAC0401 The impact of ethics can be explained and motivated for projects

- IAC0402 Measures to meet regulatory requirements on ethics can be listed

- IAC0403 The ethical focus of relations management as can be exlained and motivated

- IAC0404 The key elements of supplier relations management can be explained and motivated

(Weight 40%)

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

1.4 Exemptions

- None recognised

2. 121905000-KM-02, Project Integration Management, NQF Level 5, Credits 4

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of The integration of the various process in a project

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01: Project charters (10%)

- KM-02-KT02: Project management plan (20%)

- KM-02-KT03: Direct and manage project work (20%)

- KM-02-KT04: Monitor and control project work (20%)

- KM-02-KT05: Integrated change control (20%)

- KM-02-KT06: Project close out (10%)

2.2 Guidelines for Topics

2.2.1. KM-02-KT01: Project charters (10%)

Topic elements to be covered include:

- KT0101 Project charter development concepts and flow of data

- KT0102 The importance and benefits of a project charter

- KT0103 Project charter development inputs (Project statement of work (Business need, Project scope description, Stategic plan), Business case, Agreements, Enterprise environmental factors, Organisational process assets)

- KT0104 Project charter development tools and techniques (Expert judgement, Facilitation techniques)

- KT0105 Structure and scope of a project charter

- KT0106 Governance of a project charter

Internal Assessment Criteria and Weight

- IAC0101 Project charter concepts and the flow of data can be explained

- IAC0102 The importance and benefits of project charter can be explained

- IAC0103 Project charter documents can be can be identified, the application explained, evaluated for completeness, gaps identified and improvement measures motivated

(Weight 10%)

2.2.2. KM-02-KT02: Project management plan (20%)

Topic elements to be covered include:

- KT0201 Project management plan concepts and flow of data

- KT0202 The importance and benefits of a project management plan

- KT0203 Project management plan development inputs (Project charter, Enterprise environmental factors, Organisational process assets)

- KT0204 Project management plan development tools and techniques (Expert judgement, Facilitation techniques)

- KT0205 Scope and structure of a project management plan

- KT0206 Project management planning principles

- KT0207 Project life cycle

- KT0208 Elements of a project management plan

Internal Assessment Criteria and Weight

- IAC0201 Project management planning concepts and the flow of data can be explained

- IAC0202 The importance and benefits of project management plan can be explained

- IAC0203 Project management planning documents can be can be identified, the application explained, evaluated for completeness, gaps identified and improvement areas motivated

(Weight 20%)

2.2.3. KM-02-KT03: Direct and manage project work (20%)

Topic elements to be covered include:

- KT0301 Concepts and flow of data related to directing and managing project work

- KT0302 The importance and benefits of a directing and managing project work

- KT0303 Project deliverable

- KT0304 Work perfromance data

- KT0305 Change requests

- KT0306 Document updates

- KT0307 Inputs related to directing and managing project work

- KT0308 Tools and techniques for directing and managing project work

Internal Assessment Criteria and Weight

- IAC0301 Concepts and the flow of data can related to directing and management project work be explained

- IAC0302 The importance and benefits of managing and directing project work can be explained

- IAC0303 Documents related to directing and managing project work can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

2.2.4. KM-02-KT04: Monitor and control project work (20%)

Topic elements to be covered include:

- KT0401 Concepts and flow of data related to monitoring and controling project work

- KT0402 The importance and benefits of monitoring and control project work

- KT0403 Inputs related to monitoring and controlling project work

- KT0404 Tools and techniques for monitoring and controling project work

Internal Assessment Criteria and Weight

- IAC0401 Concepts and the flow of data can related to monitoring and controlling project work be explained

- IAC0402 The importance and benefits of monitoring and controlling project work can be explained

- IAC0403 Documents related to monitoring and controlling project work can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

2.2.5. KM-02-KT05: Integrated change control (20%)

Topic elements to be covered include:

- KT0501 Intergrated change control concepts and flow of data

- KT0502 Importance and benefits of intergrated change control

- KT0503 Inputs related to intergrated change control

- KT0504 Tools and techniques for intergrated change control

- KT0505 Intergrated change control processes and outputs

Internal Assessment Criteria and Weight

- IAC0501 Concepts and the flow of data can related to intergrated change control be explained

- IAC0502 The importance and benefits of monitoring and intergrated change control can be explained

- IAC0503 Documents related to intergrated change control can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

2.2.6. KM-02-KT06: Project close out (10%)

Topic elements to be covered include:

- KT0601 Project close out control concepts and flow of data

- KT0602 The importance and benefits of project close out

- KT0603 Inputs related to project close out

- KT0604 Tools and techniques for project close out

- KT0605 Project close out processes and outputs

Internal Assessment Criteria and Weight

- IAC0601 Concepts and the flow of data can related to project close out be explained

- IAC0602 The importance and benefits of project close out can be explained

- IAC0603 Documents related to project close out can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 10%)

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

2.4 Exemptions

- None recognised

3. 121905000-KM-03, Project scope management, NQF Level 5, Credits 8

3.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Project scope management practices and processes

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01: Project scope management planning (15%)

- KM-03-KT02: Scope management requirements and needs (15%)

- KM-03-KT03: Define scope (15%)

- KM-03-KT04: Work breakdown structures (20%)

- KM-03-KT05: Validate scope (15%)

- KM-03-KT06: Control scope (20%)

3.2 Guidelines for Topics

3.2.1. KM-03-KT01: Project scope management planning (15%)

Topic elements to be covered include:

- KT0101 Scope management planning concepts and flow of data

- KT0102 The importance and benefits of scope management planning

- KT0103 Scope management planning source documents (Project Management Plan, Project Charter, Enterprise Environmental Factors, Organisation Process Assets)

- KT0104 Scope management planning tools and techniques (Expert judgement, Meetings)

- KT0105 Outputs of project scope management planning (The scope management plan, Requirements management plan)

Internal Assessment Criteria and Weight

- IAC0101 Project scope management planning concepts can be explained

- IAC0102 An understanding of the flow of data/information as well as interrelationships between the concepts are demonstrated

- IAC0103 The importance and benefits of project scope management planning can be explained

- IAC0104 Scope management planning source documents can be listed and their application explained

- IAC0105 Tools and techniques to perform project scope management planning can be selected for a specific purpose and motivated

- IAC0106 Project scope management documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

3.2.2. KM-03-KT02: Scope management requirements and needs (15%)

Topic elements to be covered include:

- KT0201 Concepts related to the requirements for effective scope management and flow of data

- KT0202 The importance and benefits of defining requirements and needs that must be addressed by the scope of the project

- KT0203 Input documents to establish requirements and needs (Scope Management Plan, Requirements, Stakeholder Management Plan, Project Charter, Stakeholder Register)

- KT0204 Tools and techniques to collect and refine requirements and needs (Interviews, Focus Groups, Facilitated workshops, Group creativity Techniques [Brainstorming, Nominal group technique, Idea/Mind mapping, Affinity diagrams, Multi-criteria decision analysis], Group Decision-making Techniques [Unanimity, Majority, Plurality, Dictatorship], Questionnaires and surveys, Observations, Prototypes, Benchmarking, Context Diagrams, Document Analysis)

- KT0205 Documenting the requirements and needs (Business requirements, Stakeholder requirements, Solution requirements, Project requirements, Transition requirements, Requirement assumptions, dependencies and constraints)

- KT0206 Requirements traceability matrix

Internal Assessment Criteria and Weight

- IAC0201 An understanding of the concepts related to defining project requirements and needs as well as the flow of data is demonstrated

- IAC0202 The importance and benefits of defining the requirements and needs that must be met by the project can be explained and motivated

- IAC0203 Source documents that are used to define the project requirements and needs can be listed and their application explained

- IAC0204 Tools and techniques to perform project requirement and needs identification and analysis can be selected for a specific purpose and motivated

- IAC0205 Project resource and needs documents can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

3.2.3. KM-03-KT03: Define scope (15%)

Topic elements to be covered include:

- KT0301 Project scope concepts and flow of data

- KT0302 Importance and benefits of defining the project scope

- KT0303 Input documents that are used to define the project scope (Scope Management Plan, Project Charter, Requirements Documentation, Organisational Process Assets)

- KT0304 Tools and techniques used to define the project scope (Expert judgement, Product analysis, Alternatives generation, Facilitated workshops)

- KT0305 Project scope statements (Product scope description, Acceptance criteria, Deliverable, Project exclusion, Constraints, Assumptions)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of the concepts related to defining project scope as well as the flow of data is demonstrated

- IAC0302 The importance and benefits of defining the project scope can be explained and motivated

- IAC0303 Source documents that are used to define the project scope can be listed and their application explained

- IAC0304 Tools and techniques to define the project scope can be selected for a specific purpose and motivated

- IAC0305 Project scope documents can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

3.2.4. KM-03-KT04: Work breakdown structures (20%)

Topic elements to be covered include:

- KT0401 Project work breakdown concepts and flow of data

- KT0402 Importance and benefits of a work breakdown structure

- KT0403 Input documents to develop a work breakdown structure (Scope Management Plan, Project Scope Statement, Requirements documentation, Enterprise Environmental Factors, Organisational Process Assets)

- KT0404 Tools and techniques to create a work breakdown structure (Decomposition, Expert judgement)

- KT0405 Scope baseline

- KT0406 The work breakdown structure report and dictionary

Internal Assessment Criteria and Weight

- IAC0401 An understanding of the concepts related to developing a work breakdown structre as well as the flow of data is demonstrated

- IAC0402 The importance and benefits of developing a work breakdown structure can be explained and motivated

- IAC0403 Source documents that are used to develop a work breakdown structure can be listed and their application explained

- IAC0404 Tools and techniques to develop a work breakdown structure can be selected for a specific purpose and motivated

- IAC0405 Work breakdown structure documents can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

3.2.5. KM-03-KT05: Validate scope (15%)

Topic elements to be covered include:

- KT0501 Scope validation concepts and flow of data

- KT0502 Importance and benefits of validating the project scope

- KT0503 Input documents to validate project scope (Requirements documentation, Requirements Traceability Matrix, Verified Deliverables, Work Performance Data)

- KT0504 Tools and techniques to validate the project scope

- KT0505 Scope validation reports and outputs (Accepted deliverables, Change requests, Work performance information, Project document updates)

Internal Assessment Criteria and Weight

- IAC0501 An understanding of the concepts related to validating a project scope as well as the flow of data is demonstrated

- IAC0502 The importance and benefits of validating a project scope can be explained and motivated

- IAC0503 Source documents that are used to validate a project scope can be listed and their application explained

- IAC0504 Tools and techniques to validate a project scope can be selected for a specific purpose and motivated

- IAC0505 Scope validation documents can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

3.2.6. KM-03-KT06: Control scope (20%)

Topic elements to be covered include:

- KT0601 Scope control concepts and flow of data

- KT0602 Importance and benefits of controling the project scope

- KT0603 Input documents to control the project scope (Sections of the Project Management Plan (Scope baseline, Scope management Plan, Change management plan, Configuration management plan, Requirements management plan), requirements documentation, requirements Traceability Matrix. Work Performance Data, Organisation Process Assets)

- KT0604 Tools and techniques to control the project scope (Variances analysis)

- KT0605 Scope control reports and outputs (Work Performance Information, Change Requests, Project Management Plan Updates, Project Document Updates, Organisation Process Assets Updates)

Internal Assessment Criteria and Weight

- IAC0601 An understanding of the concepts related to controlling a project scope as well as the flow of data is demonstrated

- IAC0602 The importance and benefits of controlling a project scope can be explained and motivated

- IAC0603 Source documents that are used to control a project scope can be listed and their application explained

- IAC0604 Tools and techniques to control a project scope can be selected for a specific purpose and motivated

- IAC0605 Scope control documents can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

3.4 Exemptions

- None recognised

4. 121905000-KM-04, Project Time Management, NQF Level 5, Credits 8

4.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Project time management concepts, practices and techniques

The learning will enable learners to demonstrate an understanding of:

- KM-04-KT01: Plan schedule management (15%)

- KM-04-KT02: Define schedule activities (10%)

- KM-04-KT03: Sequence activities (15%)

- KM-04-KT04: Estimate activity resources (15%)

- KM-04-KT05: Estimate activity duration (15%)

- KM-04-KT06: Develop schedule (15%)

- KM-04-KT07: Control schedule (15%)

4.2 Guidelines for Topics

4.2.1. KM-04-KT01: Plan schedule management (15%)

Topic elements to be covered include:

- KT0101 Schedule management planning concepts and flow of data

- KT0102 The importance and benefits of schedule management planning

- KT0103 Schedule management planning source documents (Project Management Plan, Project Charter, Enterprise Environmental Factors, Organisation Process Assets)

- KT0104 Schedule management planning tools and techniques (Expert judgement, Analytical techniques, Meetings)

- KT0105 The schedule management plan (Project schedule model development, Level of accuracy, Units of measurement, Organisational procedure links, Project schedule model maintenance, Control thresholds, Rules of performance measurement)

Internal Assessment Criteria and Weight

- IAC0101 An understanding of the concepts related to planning the development of a project schedule as well as the flow of data is demonstrated

- IAC0102 The importance and benefits of planning the development of a project schedule can be explained and motivated

- IAC0103 Source documents that are used to plan the development of a project schedule can be listed and their application explained

- IAC0104 Tools and techniques to plan the development of a project schedule can be selected for a specific purpose and motivated

- IAC0105 Documents required to plan the development of a project schedule can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

4.2.2. KM-04-KT02: Define schedule activities (10%)

Topic elements to be covered include:

- KT0201 Defining schedule activity concepts and flow of data

- KT0202 The importance and benefits of defining schedule activity

- KT0203 Input documents to define schedule activities (Schedule Management Plan, Scope baseline, Enterprise Environmental Factors, Organisation Process Assets)

- KT0204 Tools and techniques to collect and refine requirements (Decomposition, Rolling wave planning, Expert judgement)

- KT0205 Activity list (Activity attributes, Milestone list)

Internal Assessment Criteria and Weight

- IAC0201 An understanding of the concepts related to defining project schedule activities as well as the flow of data is demonstrated

- IAC0202 The importance and benefits of defining project scedule activities can be explained and motivated

- IAC0203 Source documents that are used to define project schedule activities can be listed and their application explained

- IAC0204 Tools and techniques to define project schedule activites can be selected for a specific purpose and motivated

- IAC0205 Documents required to define project schedule activites can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 10%)

4.2.3. KM-04-KT03: Sequence activities (15%)

Topic elements to be covered include:

- KT0301 Activity sequencing concepts and flow of data

- KT0302 The importance and benefits of sequencing activities

- KT0303 Input documents to sequence activities (Schedule Management Plan, Activity list, Activity Attributes, Milestone list, Project Scope Statement, Enterprise Environmental Factors, Organisation Process Assets)

- KT0304 Precedence Diagramming tools and techniques to perform activity scheduling (Finish-to-start, Finish-to finish, Start-to-start, Start-to-finish)

- KT0305 Dependency determination tools and techniques to perform activity scheduling (Mandatory dependencies, Discretionary dependencies, External dependencies, Internal dependencies)

- KT0306 Leads and lags

- KT0307 Outputs of sequencing activities (Project Schedule network Diagram, Project Document Updates (activity lists, activity attributes, Milestone lists, Risk register))

Internal Assessment Criteria and Weight

- IAC0301 An understanding of the concepts related to activity sequencing as well as the flow of data is demonstrated

- IAC0302 The importance and benefits of activity sequencings can be explained and motivated

- IAC0303 ource documents that are used to sequence activities can be listed and their application explained

- IAC0304 Tools and techniques to sequence activites can be selected for a specific purpose and motivated

- IAC0305 Documents required to sequence activites can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

4.2.4. KM-04-KT04: Estimate activity resources (15%)

Topic elements to be covered include:

- KT0401 Activity resource estimation concepts and flow of data

- KT0402 The importance and benefits of estimation of activity resources

- KT0403 Input documents to estimate activity resources (Schedule Management Plan, Activity list, Activity Attributes, Resource Calendars, Risk Register, Activity Cost Estimates, Enterprise Environmental Factors, Organisation Process Assets)

- KT0403 Input documents to estimate activity resources (Schedule Management Plan, Activity list, Activity Attributes, Resource Calendars, Risk Register, Activity Cost Estimates, Enterprise Environmental Factors, Organisation Process Assets)

- KT0404 Tools and techniques to estimate activity resources (Expert judgement, Alternative analysis, Published estimating data, Bottom-up estimating, Project Management Software)

- KT0405 Activity estimation outputs (Activity Resource Requirement, Resource Breakdown Structure, Update of project documents (Activity List, Activity Attributes, Resources Calendars)

Internal Assessment Criteria and Weight

- IAC0401 An understanding of the concepts related to estimating activity resources as well as the flow of data is demonstrated

- IAC0402 The importance and benefits of estimation of activity resources can be explained and motivated

- IAC0403 Source documents that are used to estimate activity resources can be listed and their application explained

- IAC0404 Tools and techniques to estimate activity resources can be selected for a specific purpose and motivated

- IAC0405 Documents required to estimate activity resources can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

4.2.5. KM-04-KT05: Estimate activity duration (15%)

Topic elements to be covered include:

- KT0501 Activity duration estimation concepts and flow of data

- KT0502 The importance and benefits of estimation of activity duration

- KT0503 Input documents to estimate activity duration (Requirements documentation, Requirements Traceability Matrix, Verified Deliverables, Work Performance Data)

- KT0504 Tools and techniques to estimate activity duration (Inspection, Group decision making)

- KT0505 Activity duration estimation reports and outputs (Accepted deliverables, Change requests, Work performance information, Project document updates)

Internal Assessment Criteria and Weight

- IAC0501 An understanding of the concepts related to estimating activity duration as well as the flow of data is demonstrated

- IAC0502 The importance and benefits of estimation of activity duration can be explained and motivated

- IAC0503 Source documents that are used to estimate activity duration can be listed and their application explained

- IAC0504 Tools and techniques to estimate activity duration can be selected for a specific purpose and motivated

- IAC0505 Documents required to estimate activity duration can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

4.2.6. KM-04-KT06: Develop schedule (15%)

Topic elements to be covered include:

- KT0601 Scheduling concepts and flow of data

- KT0602 The importance and benefits of scheduling

- KT0603 Input documents to develop a project schedule (Schedule Management Plan, Activity list, Activity atributes, Project Schedule Network Diagram, Activity Resource Requirements, Resource

Calendars, Activity Duration Estimates, Project Scope Statement, Risk Register, Project Staff Assignments, Resource Breakdown Structure, Enterprise Environmental Factor, Organisational Process Assest)

- KT0604 Tools and techniques to develop project schedule (Schedule Network Analysis, Critical Path Method, Critical Chain Method, Resource Optimisation Techniques [Resources leveling, Resource smoothing], Modeling Techniques [What-if scenario analysis, Simulation], Lead and Lag Techniques, Schedule Compression, Scheduling Tool)

- KT0605 Scheduling reports and outputs (Schedule Base Line, Project Schedule [Bar charts, Milestone charts, Poject Schedule network diagrams], Schedule Data, Project Calanders, Project Management Plan Updates, Project Document Updates)

Internal Assessment Criteria and Weight

- IAC0601 An understanding of the concepts related to scheduling as well as the flow of data is demonstrated

- IAC0602 The importance and benefits of scheduling can be explained and motivated

- IAC0603 Source documents that are used to develop a project schedule can be listed and their application explained

- IAC0604 Tools and techniques to develop a project schedule can be selected for a specific purpose and motivated

- IAC0605 Documents required to schedule can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

4.2.7. KM-04-KT07: Control schedule (15%)

Topic elements to be covered include:

- KT0701 Schedule control concepts and flow of data

- KT0702 The importance and benefits of schedule control

- KT0703 Input documents to control a project schedule (Project Management Plan, Project Schedule, Work Performance Data, Project Calanders, Schedule Data, Organisational Process Assests)

- KT0704 Tools and techniques to control project schedule (Performance Reviews [Trend analysis, Critical Path Method, Critical chain method, Earned value management], Project Software, Resource Optimisation Techniques, Modeling Techniques, Leads and Lags, Schedule Compression, Scheduleing Tool)

- KT0705 Schedule control reports and outputs (Work Performance Information, Schedule Forecasts, Change Requests, Project Management Plan Updates [Schedule baseline, Schedule managemen tplan, Cost baseline], Project Document Updates [Schedule data, Project schedule, Risk register], Organisational Process Assest Update)

Internal Assessment Criteria and Weight

- IAC0701 An understanding of the concepts related to controlling scheduling as well as the flow of data is demonstrated

- IAC0702 The importance and benefits of scheduling control can be explained and motivated

- IAC0703 Source documents that are used to control a project schedule can be listed and their application explained

- IAC0704 Tools and techniques to control a project schedule can be selected for a specific purpose and motivated

- IAC0705 Documents required to control schedules can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

4.4 Exemptions

- None recognised

5. 121905000-KM-05, Project Cost Management, NQF Level 5, Credits 8

5.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Project cost management concepts, principles and techniques

The learning will enable learners to demonstrate an understanding of:

- KM-05-KT01: Plan cost management (20%)

- KM-05-KT02: Estimate costs (20%)

- KM-05-KT03: Project budgeting concepts (30%)

- KM-05-KT04: Control costs (30%)

5.2 Guidelines for Topics

5.2.1. KM-05-KT01: Plan cost management (20%)

Topic elements to be covered include:

- KT0101 Project cost management planning concepts and flow of data

- KT0102 The importance and benefits of cost management planning

- KT0103 Input documents to plan the project cost (Project Management Plan, Project Charter, Enterprise Environmental Factors, Organisational Process Assets)

- KT0104 Cost management planning tools and techniques (Expert judgement, Analytical techniques, Meetings)

- KT0105 Cost management plan (Units of measure, Level of precision, Level of accuracy, Organisational procedure links, Control thresholds, Rules of performance measurement, Reporting formats, Process descriptions, Strategic funding choices, Project cost recording procedures)

Internal Assessment Criteria and Weight

- IAC0101 An understanding of project cost management planning and the flow of data is demonstrated

- IAC0102 The importance and benefits of project cost management planning can be explained

- IAC0103 Cost management planning source documents can be listed and their application explained

- IAC0104 Tools and techniques to perform project cost management planning can be selected for a specific purpose and motivated

- IAC0105 Project cost management documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

5.2.2. KM-05-KT02: Estimate costs (20%)

Topic elements to be covered include:

- KT0201 Project cost estimation concepts and flow of data

- KT0202 The importance and benefits of cost estimation

- KT0203 Input documents to estimate the project cost (Cost Management Plan, Human Resource Management Plan, Scope Baseline [Project Scope Statement, Work Breakdown Structure, WBS Dictionary], Project Schedule, Risk Register, Enterprise Environmental Factors, Organisational Process Assets)

- KT0204 Cost estimation tools and techniques (Expert judgement, Parametric estimating, Bottom-up estimating, Three point estimating, Reserve analysis, Cost of quality, Project management software, Vendor bid analysis, Group decision-making)

- KT0205 Cost estimation reports and outputs (Activity Cost Estimates, Basis of Estimates [Basis of estimates, Assumptions, Know constraints, Range of estimates, Confidence level)

Internal Assessment Criteria and Weight

- IAC0201 An understanding of project cost estimate and the flow of data is demonstrated

- IAC0202 The importance and benefits of project cost estimate can be explained

- IAC0203 Cost estimate source documents can be listed and their application explained

- IAC0204 Tools and techniques to perform project cost estimates can be selected for a specific purpose and motivated

- IAC0205 Project cost estimate documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

5.2.3. KM-05-KT03: Project budgeting concepts (30%)

Topic elements to be covered include:

- KT0301 Project budgeting concepts and flow of data

- KT0302 The importance and benefits of budgeting

- KT0303 Input documents to develop project budgets (Cost Management Plan, Scope Baseline [Project Scope Statement, Work Breakdown Structure, WBS Dictionary], Activity Cost Estimates, Basis of Estimates, Project Schedule, Resource Calendars, Risk Register, Agreements, Organisational Process Assets)

- KT0304 Project budgeting tools and techniques (Cost aggregation, Reserve analysis, Expert judgement, Historical relationships, Funding limit reconciliation)

- KT0305 Project budgeting reports and outputs (Cost Baseline, Project Funding Requirements, Project Document Updates)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of project budgeting and the flow of data is demonstrated

- IAC0302 The importance and benefits of project budgeting can be explained

- IAC0303 Budgeting source documents can be listed and their application explained

- IAC0304 Tools and techniques to perform project budgeting can be selected for a specific purpose and motivated

- IAC0305 Project budgeting documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 30%)

5.2.4. KM-05-KT04: Control costs (30%)

Topic elements to be covered include:

- KT0401 Project cost control concepts and flow of data

- KT0402 The importance and benefits of the control of project costs can be explained

- KT0403 Cost control source documents can be listed and their application explained

- KT0404 Tools and techniques to perform project cost control can be selected for a specific purpose and motivated

- KT0405 Project cost control documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

Internal Assessment Criteria and Weight

- IAC0401 An understanding of project cost control and the flow of data is demonstrated

- IAC0402 The importance and benefits of project cost control can be explained

- IAC0403 Cost control source documents can be listed and their application explained

- IAC0404 Tools and techniques to perform project cost control can be selected for a specific purpose and motivated

- IAC0405 Project cost control documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 30%)

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

5.4 Exemptions

- None recognised

6. 121905000-KM-06, Project Quality Management, NQF Level 5, Credits 8

6.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Concepts, practice and techniques that relates to the management of project quality

The learning will enable learners to demonstrate an understanding of:

- KM-06-KT01: Plan quality management (30%)

- KM-06-KT02: Perform quality assurance (30%)

- KM-06-KT03: Control quality (40%)

6.2 Guidelines for Topics

6.2.1. KM-06-KT01: Plan quality management (30%)

Topic elements to be covered include:

- KT0101 Project quality management planning concepts and flow of data

- KT0102 The importance and benefits of quality management planning

- KT0103 Input documents to plan the project quality (Project Management Plan [Scope baseline, Schedule baseline, Cost baseline, Management plans], Stakeholder Register, Risk Register, Requirements Documentation, Enterprise Environmental Factors, Organisational Process Assets)

- KT0104 Quality management planning tools and techniques (Cost Benefit Analysis, Cost of Quality, Basic Quality Tools [Cause-and effect diagrams, Flow charts, checksheets, Pareto diagrams, Histograms, Control charts, Scatter diagrams], Benchmarking, Design of Experiments, Statistical Sampling, Quality PLanning Tools [Brainstorming, Force field analysis, Nominal group techniques, Qualoty management and control tools], Meetings)

- KT0105 Quality management plan (Quality Management Plan, Process Improvement Plan [Process boundaries, Process configuration, Process metrics, Targets for improved perfromance], Quality Metrics, Quality Checklists, Project Document Updates)

Internal Assessment Criteria and Weight

- IAC0101 An understanding of project quality management planning and the flow of data is demonstrated

- IAC0102 The importance and benefits of project quality management planning can be explained

- IAC0103 Quality management planning source documents can be listed and their application explained

- IAC0104 Tools and techniques to perform project quality management planning can be selected for a specific purpose and motivated

- IAC0105 Project quality management documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 30%)

6.2.2. KM-06-KT02: Perform quality assurance (30%)

Topic elements to be covered include:

- KT0201 Project quality assurance concepts and flow of data

- KT0202 The importance and benefits of quality assurance

- KT0203 Input documents to assure the project quality (Quality Management Plan, Process Improvement Plan, Quality Metrics, Quality Control Measurements, Project Documents)

- KT0204 Quality assurance tools and techniques (Quality Management and Control Tools [Affinity diagrams, Process descision program charts, Interrelationship digraphs, Tree diagrams, Prioritisation matrices, Activity network diagrams, Matrix diagrams], Quality audits, Process Analysis)

- KT0205 Quality assurance reports and outputs (Change Requests, Project Management Plan Updates, Project Document Updates, Organisation Process Assets Updates)

Internal Assessment Criteria and Weight

- IAC0201 An understanding of project quality assurance and the flow of data is demonstrated

- IAC0202 The importance and benefits of project quality assurance can be explained

- IAC0203 Quality assurance source documents can be listed and their application explained

- IAC0204 Tools and techniques to perform project quality assurance can be selected for a specific purpose and motivated

- IAC0205 Project quality assurance documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 30%)

6.2.3. KM-06-KT03: Control quality (40%)

Topic elements to be covered include:

- KT0301 Project quality control concepts and flow of data

- KT0302 The importance and benefits of quality control

- KT0303 Input documents to control the project quality (Quality Management Plan, Quality Metrics, Quality Checklists, Work Perfromance Data, Approved Changes Requests, Deliverables, Project Documents Organisational Process Assest)

- KT0304 Quality control tools and techniques (Quality Management and Control Tools [Affinity diagrams, Process descision program charts, Interrelationship digraphs, Tree diagrams, Prioritisation matrices, Activity network diagrams, Matrix diagrams], Statistical Sampling, Inspection, Approved Change Requests Review)

- KT0305 Quality control reports and outputs (Quality Control Measurements, Validated Changes, Verified Deliverables, Work Perfromance Information, Change Requests, Project Management Plan Updates, Project Document Updates, Organisations Process Assests Updates)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of project quality control and the flow of data is demonstrated

- IAC0302 The importance and benefits of project quality control can be explained

- IAC0303 Quality control source documents can be listed and their application explained

- IAC0304 Tools and techniques to perform project quality control can be selected for a specific purpose and motivated

- IAC0305 Project quality control documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 40%)

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

6.4 Exemptions

- None recognised

7. 121905000-KM-07, Project Human Resource Management, NQF Level 5, Credits 8

7.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Human resource management concepts, practices and principles in a project management environment

The learning will enable learners to demonstrate an understanding of:

- KM-07-KT01: Plan HR Management (25%)

- KM-07-KT02: Acquire a project team (25%)

- KM-07-KT03: Develop a project team (25%)

- KM-07-KT04: Manage a project team (25%)

7.2 Guidelines for Topics

7.2.1. KM-07-KT01: Plan HR Management (25%)

Topic elements to be covered include:

- KT0101 HR management planning concepts and flow of data

- KT0102 The importance and benefits of HR management planning

- KT0103 Input documents to plan the HR management (Project Management Plan, Activity Resource Requirements, Enterprise Environmental Factors, Organisational Process Assets)

- KT0104 HR management planning tools and techniques (Organisational Charts and Position Description [Hierarchical-type charts, Matrix-based charts, text orientated formats], Networking, Organisational theory, Expert Judgement, Meetings)

- KT0105 HR management planning outputs (HR Management Plan [Roles and responsibilities, Project organisation chart, Staffing management plan])

Internal Assessment Criteria and Weight

- IAC0101 An understanding of HR Management planning concepts and the flow of data is demonstrated

- IAC0102 The importance and benefits of HR management planning can be explained

- IAC0103 HR management planning source documents can be listed and their application explained

- IAC0104 Tools and techniques to perform HR management planning can be selected for a specific purpose and motivated

- IAC0105 HR management planning documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

- IAC0105 HR management planning documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

7.2.2. KM-07-KT02: Acquire a project team (25%)

Topic elements to be covered include:

- KT0201 Team employment concepts

- KT0202 Team selection and interviewing concepts

- KT0203 Employment law

- KT0204 Input documents to acquire a project team (HR Management Plan, Enterprise Environmental Factor, Organisational Process Assets)

- KT0205 Tools and techniques to acquire a project team (Pre-assignments, Negotiations, Acquisition, Virtual Teams, Multi-criteria Descision Analysis)

- KT0206 Outputs of the process (Project Staff Assignments, Resource Calandars, Project Management Plan Updates)

Internal Assessment Criteria and Weight

- IAC0201 An understanding of legislative requirements related to acquiring a project team is demonstrated

- IAC0202 An understanding of recruitment and selection practices is demonstrated

- IAC0203 Source documents for aquiering a project team can be listed and their application explained

- IAC0204 Tools and techniques to acquire a project team can be selected for a specific purpose and motivated

- IAC0205 Documents used for acquiering a project team can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

7.2.3. KM-07-KT03: Develop a project team (25%)

Topic elements to be covered include:

- KT0301 Team development concepts (Team dynamics)

- KT0302 Input documents to develop a project team (HR Management Plan, Project Staff Assignments, Resource Calendars)

- KT0303 Tools and techniques to develop a project team (Inter-personal skills, Training, Team Building, Ground Rules, Colocation, Recognition and rewards, Personnel Assessment Tools)

- KT0304 Outputs of the team development process (Team Performance Assessments, Enterprise Environmental Factors)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of team development concepts is demonstrated

- IAC0302 Source documents for developing a project team can be listed and their application explained

- IAC0303 Tools and techniques to develop a project team can be selected for a specific purpose and motivated

- IAC0304 Documents used for developing a project team can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

7.2.4. KM-07-KT04: Manage a project team (25%)

Topic elements to be covered include:

- KT0401 Team management concepts

- KT0402 Team capacity development concepts (Coaching, mentoring, experiential workplace learning, facilitated learning)

- KT0403 Skills gap analysis and training needs evaluation

- KT0404 Input documents to manage a project team (HR Management Plan, Project Staff Assignments, Team Perfromance Assessments, Issue Log, Work Performance Reports, Organisational Process Assets)

- KT0405 Tools and techniques to manage a project team (Observation and Conversation, Project Performance Appraisals, Conflict Management, Interpersonal Skills [leadership, Influencing, Effective decision making])

- KT0406 Outputs of the team management process (Change Request, Project Management Plan Updates, Enterprise Environmental Factors Update, Organisational Process Assets Update)

Internal Assessment Criteria and Weight

- IAC0401 An understanding of team management concepts is demonstrated

- IAC0402 An understanding of skills development, skills gap analysis and training needs identification is demonstrated

- IAC0403 Source documents for developing a project team can be listed and their application explained

- IAC0404 Tools and techniques to develop a project team can be selected for a specific purpose and motivated

- IAC0405 Documents used for developing a project team can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

7.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

7.4 Exemptions

- None recognised

8. 121905000-KM-08, Project Communications Management, NQF Level 05, Credits 8

8.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Communication

The learning will enable learners to demonstrate an understanding of:

- KM-08-KT01: Plan communications management (33%)

- KM-08-KT02: Manage communications (34%)

- KM-08-KT03: Control communications (33%)

8.2 Guidelines for Topics

8.2.1. KM-08-KT01: Plan communications management (33%)

Topic elements to be covered include:

- KT0101 Communication management planning concepts and flow of data

- KT0102 The importance and benefits of communication management planning

- KT0103 Communication management planning inputs (Project management plan, Stakeholder register, Entrerprise environmental factors, Organisational process assets)

- KT0104 Communication management planning tools and techniques (Communication requirements analysis, Communication technology, Communication models, Communication methods, Meetings)

- KT0105 Communication management planning outputs (Communication management plan, Project document updates)

Internal Assessment Criteria and Weight

- IAC0101 An understanding of Communication Management planning concepts and the flow of data is demonstrated

- IAC0102 The importance and benefits of communication management planning can be explained

- IAC0103 Communication management planning source documents can be listed and their application explained

- IAC0104 Tools and techniques to perform communication management planning can be selected for a specific purpose and motivated

- IAC0105 Project communication management planning documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 33%)

8.2.2. KM-08-KT02: Manage communications (34%)

Topic elements to be covered include:

- KT0201 Communication management concepts and flow of data

- KT0202 The importance and benefits of communication management planning can be explained

- KT0203 Communication management inputs (Communication management plan, Work performance records, Entrerprise environmental factors, Organisational process assets)

- KT0204 Communication management tools and techniques (Communication technology, Communication models, Communication methods, Information management systems, Perfromance reporting)

- KT0205 Communication management outputs (Project communications, Project document updates, Organisation process assets update (Stakeholder notices, Project reprots, Project presentation, Project records, Stakeholder feedback, Lessons learned))

Internal Assessment Criteria and Weight

- IAC0201 An understanding of communication management concepts and the flow of data is demonstrated

- IAC0202 The importance and benefits of communication management can be explained

- IAC0203 Communication management source documents can be listed and their application explained

- IAC0204 Tools and techniques to perform communication management can be selected for a specific purpose and motivated

- IAC0205 Project communication management documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 34%)

8.2.3. KM-08-KT03: Control communications (33%)

Topic elements to be covered include:

- KT0301 Communication control concepts and flow of data

- KT0302 The importance and benefits of communication control

- KT0303 Communication control inputs (Project management plan, Project communications, Issue log, Work performance data, Organisational process assets)

- KT0304 Communication control tools and techniques (Information management systems, Expert judgment, Meetings)

- KT0305 Communication control outputs (Work performance information, Change requests, documentr updates, Organisational process assets updates)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of communication control concepts and the flow of data is demonstrated

- IAC0302 The importance and benefits of communication control can be explained

- IAC0303 Communication control source documents can be listed and their application explained

- IAC0304 Tools and techniques to perform communication control can be selected for a specific purpose and motivated

- IAC0305 Project communication control documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 33%)

8.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

8.4 Exemptions

- None recognised

9. 121905000-KM-09, Project Risk Management, NQF Level 05, Credits 8

9.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Concepts, techniques and principles of managing project risks

The learning will enable learners to demonstrate an understanding of:

- KM-09-KT01: Plan risk management (20%)

- KM-09-KT02: Identify risks (15%)

- KM-09-KT03: Qualitative risk analysis (15%)

- KM-09-KT04: Quantitative risk analysis (15%)

- KM-09-KT05: Plan risk response (20%)

- KM-09-KT06: Control risks (15%)

9.2 Guidelines for Topics

9.2.1. KM-09-KT01: Plan risk management (20%)

Topic elements to be covered include:

- KT0101 Risk management planning concepts and flow of data

- KT0102 The importance and benefits of risk management planning

- KT0103 Risk management planning inputs (Project management plan, Project charter, Stakeholder register, Entrerprise environmental factors, Organisational process assets)

- KT0104 Risk management planning tools and techniques (Analytical techniques, Expert judgement, Meetings)

- KT0105 Risk management planning outputs (Risk management plan (Methodology, Rules and responsibilities, Budgeting, Timing, Risk categories, Definitions of risk probability and impact, Probability and impact matrix, Revised stakeholder tolerances, Reporting formats, Tracking))

Internal Assessment Criteria and Weight

- IAC0101 An understanding of risk management planning concepts and the flow of data is demonstrated

- IAC0102 The importance and benefits of risk management planning can be explained

- IAC0103 Risk management planning source documents can be listed and their application explained

- IAC0104 Tools and techniques to perform risk management planning can be selected for a specific purpose and motivated

- IAC0105 Project risk management planning documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

9.2.2. KM-09-KT02: Identify risks (15%)

Topic elements to be covered include:

- KT0201 Risk identification concepts and flow of data

- KT0202 The importance and benefits of risk identification

- KT0203 Risk identificaton inputs (Risk management plan, Cost management plan, Schedule management plan, Quality management plan, HR manamement plan, Scope baseline, Activity cost estimates, Stakeholder register, Project documents, Procurement documents, Entrerprise environmental factors, Organisational process assets)

- KT0204 Risk identification tools and techniques (Document reviews, Information gathering techniques, Checklist analysis, Assumption analysis, Diagramming techniques (Cause and effect diagrams, System or process flow charts, Influence digrams, SWOT analysis), Expert judgement))

- KT0205 Risk identification outputs (Risk register (List of identified risks, List of potential responces))

Internal Assessment Criteria and Weight

- IAC0201 An understanding of risk identification concepts and the flow of data is demonstrated

- IAC0202 The importance and benefits of risk identification can be explained

- IAC0203 Risk identification source documents can be listed and their application explained

- IAC0204 Tools and techniques to perform risk identification can be selected for a specific purpose and motivated

- IAC0205 Project risk identification documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

9.2.3. KM-09-KT03: Qualitative risk analysis (15%)

Topic elements to be covered include:

- KT0301 Qualitative risk analysis concepts and flow of data

- KT0302 The importance and benefits of qualitative risk analysis

- KT0303 Qualitative risk analysis inputs (Risk management plan, Scope baseline, Risk register, Entrerprise environmental factors, Organisational process assets)

- KT0304 Qualitative risk analysis and techniques (Probability and impact matrix,Risk data quality assessment, Risk categorisation, Risk urgency assessment, Expert judgment)

- KT0305 Qualitative risk analysis outputs (Risk register updates, Assumtions log updates)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of qualitative risk analysis concepts and the flow of data is demonstrated

- IAC0302 The importance and benefits of qualitative risk analysisn can be explained

- IAC0303 Qualitative risk analysis source documents can be listed and their application explained

- IAC0304 Tools and techniques to perform qualitative risk analysis can be selected for a specific purpose and motivated

- IAC0305 Qualitative risk analysis documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

9.2.4. KM-09-KT04: Quantitative risk analysis (15%)

Topic elements to be covered include:

- KT0401 Quantitative risk analysis concepts and flow of data

- KT0402 The importance and benefits of quantitative risk analysis

- KT0403 Quantitative risk analysis inputs (Risk management plan, Cost management plan Schedule management plan, Risk register, Entrerprise environmental factors, Organisational process assets)

- KT0404 Quantitative risk analysis and techniques ((Data gathering and representation techniques (Interviewing, Probability distributions), Qualititative risk analysis and modeling techniques (Sensitivity analysis, Expected monetory value analysis, Modeling and simulations), Expert judgment))

- KT0405 Quantitative risk analysis outputs (Probability analysis, Probability of achieving cost and time objective, Priortised list of quantified risks, Trends in qualitative risk analysis)

Internal Assessment Criteria and Weight

- IAC0401 An understanding of quantitative risk analysis concepts and the flow of data is demonstrated

- IAC0402 The importance and benefits of quantitative risk analysis can be explained

- IAC0403 Quantitative risk analysis source documents can be listed and their application explained

- IAC0404 Tools and techniques to perform quantitative risk analysis can be selected for a specific purpose and motivated

- IAC0405 Quantitative risk analysis documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

9.2.5. KM-09-KT05: Plan risk response (20%)

Topic elements to be covered include:

- KT0501 Risk response planning concepts and flow of data

- KT0502 The importance and benefits of Risk response planning

- KT0503 Risk response planning inputs (Risk management plan, Risk register)

- KT0504 Risk response planning techniques (Risk response strategies, Contingent response strategies)

- KT0505 Risk response planning outputs (Project planning document updates, Project management document updates)

Internal Assessment Criteria and Weight

- IAC0501 An understanding of Risk response planning concepts and the flow of data is demonstrated

- IAC0502 The importance and benefits of risk response planning can be explained

- IAC0503 Risk response planning source documents can be listed and their application explained

- IAC0504 Tools and techniques to performRisk response planning can be selected for a specific purpose and motivated

- IAC0505 Risk response planning documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 20%)

9.2.6. KM-09-KT06: Control risks (15%)

Topic elements to be covered include:

- KT0601 Risk control concepts and flow of data

- KT0602 The importance and benefits of risk control

- KT0603 Risk control inputs (Project management plan, Risk register, Work perfromance data)

- KT0604 Risk control tools techniques (Risk assessment,Risk audits, Varience and trend analysis, Technical perfromance measurement, Reserve analysis, Meetings)

- KT0605 Risk control outputs (Work perfromance documents, Change requests Project management plan updates, Project document updates (Outcomes of risk assessment, audits and reviews), Organisational process assests updates)

Internal Assessment Criteria and Weight

- IAC0601 An understanding of risk control concepts and the flow of data is demonstrated

- IAC0602 The importance and benefits of risk control can be explained

- IAC0603 Risk control source documents can be listed and their application explained

- IAC0604 Tools and techniques to perform risk control can be selected for a specific purpose and motivated

- IAC0605 Risk control documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 15%)

9.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

9.4 Exemptions

- None recognised

10. 121905000-KM-10, Project Procurement Management, NQF Level 05, Credits 8

10.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Procurement management concepts and principles

The learning will enable learners to demonstrate an understanding of:

- KM-10-KT01: Plan procurement management (25%)

- KM-10-KT02: Conduct procurement (25%)

- KM-10-KT03: Control procurement (25%)

- KM-10-KT04: Close procurement (25%)

10.2 Guidelines for Topics

10.2.1. KM-10-KT01: Plan procurement management (25%)

Topic elements to be covered include:

- KT0101 Procurement management planning concepts and flow of data

- KT0102 The importance and benefits of procurement management planning

- KT0103 Procurement management planning inputs (Project management plan, Risk register, Activity resource requirements, Project schedule, Activity cost schedule, Stakeholder register, Entrerprise environmental factors, Organisational process assets)

- KT0104 Procurement management planning tools and techniques (Make or buy analysis, Expert judgment, Market research, Meetings)

- KT0105 Procurement management planning outputs (Procurement management plan, Procurement statement of work, Procurement documents, Source selection critieria, Make or buy descisions, Change requests, Project document updates)

Internal Assessment Criteria and Weight

- IAC0101 An understanding of procurement management planning concepts and the flow of data is demonstrated

- IAC0102 The importance and benefits of procurement management planning can be explained

- IAC0103 Procurement management planning source documents can be listed and their application explained

- IAC0104 Tools and techniques to perform procurement management planning can be selected for a specific purpose and motivated

- IAC0105 Project procurement management planning documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

10.2.2. KM-10-KT02: Conduct procurement (25%)

Topic elements to be covered include:

- KT0201 Procurement concepts and flow of data

- KT0202 The importance and benefits of formal and strucutred procurement

- KT0203 Procurement inputs (Project management plan, Procurement documents, Source selection criteria, Seller proposals, Tenders, Procurement statement of work, Organisational process assets)

- KT0204 Procurement tools and techniques (Bidder conference, Proposal/tender evaluation techniques, Independent estimates, Expert judgment, Advertising, Analytical techniques, Procurement negotiations)

- KT0205 Procurement outputs (Selected seller/contractor, Agreements, Resource calanders, change requests, Project management plan updates, project document updates)

Internal Assessment Criteria and Weight

- IAC0201 An understanding of procurement concepts and the flow of data is demonstrated

- IAC0202 The importance and benefits of procurement can be explained

- IAC0203 Procurement source documents can be listed and their application explained

- IAC0204 Tools and techniques to perform procurement can be selected for a specific purpose and motivated

- IAC0205 Project procurement documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

10.2.3. KM-10-KT03: Control procurement (25%)

Topic elements to be covered include:

- KT0301 Procurement control concepts and flow of data

- KT0302 The importance and benefits of formal and strucutred procurement control

- KT0303 Procurement control inputs (Project management plan, Procurement documents, Agreements, Work perfromance report, Work perfromance data)

- KT0304 Procurement control tools and techniques (Contract change control system, Procurement peerfromance reviews, Inspections and audits, Performance reporting, Payment systems, Claims administration, Records management system)

- KT0305 Procurement control outputs (Work perfromance information, Change requests, Project management plan updates, Project document updates, Organisational process assest updates)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of procurement control concepts and the flow of data is demonstrated

- IAC0302 The importance and benefits of procurement control can be explained

- IAC0303 Procurement control source documents can be listed and their application explained

- IAC0304 Tools and techniques to perform procurement control can be selected for a specific purpose and motivated

- IAC0305 Project procurement control documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

10.2.4. KM-10-KT04: Close procurement (25%)

Topic elements to be covered include:

Internal Assessment Criteria and Weight

(Weight 25%)

10.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

10.4 Exemptions

- None recognised

11. 121905000-KM-11, Project Stakeholder Management, NQF Level 05, Credits 8

11.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of Concepts and principles of stakeholder management

The learning will enable learners to demonstrate an understanding of:

- KM-11-KT01: Stakeholder identification (25%)

- KM-11-KT02: Plan stakeholder management (25%)

- KM-11-KT03: Manage stakeholder engagements (25%)

- KM-11-KT04: Control stakeholder engagements (25%)

11.2 Guidelines for Topics

11.2.1. KM-11-KT01: Stakeholder identification (25%)

Topic elements to be covered include:

- KT0101 Stakeholder identification concepts and flow of data

- KT0102 The importance and benefits of stakeholder identification

- KT0103 Stakeholder identification inputs (Project charter, Procurement documents, Entrerprise environmental factors, Organisational process assets)

- KT0104 Stakeholder identification tools and techniques (Stakeholder analysis, Expert judgement, Meetings)

- KT0105 Stakeholder identification process outputs (Stakeholder register)

Internal Assessment Criteria and Weight

- IAC0101 An understanding of stakeholder identification concepts and the flow of data is demonstrated

- IAC0102 The importance and benefits of stakeholder identification can be explained

- IAC0103 Stakeholder identification processes can be explained

(Weight 25%)

11.2.2. KM-11-KT02: Plan stakeholder management (25%)

Topic elements to be covered include:

- KT0201 Stakeholder management planning concepts and flow of data

- KT0202 The importance and benefits of stakeholder mangement planning

- KT0203 Steakholder management plan inputs (Project management plan, Stakeholder register, Entrerprise environmental factors, Organisational process assets)

- KT0204 Stakeholder management plan tools, techniques and outputs

Internal Assessment Criteria and Weight

- IAC0201 An understanding of stakeholder management planning concepts and the flow of data is demonstrated

- IAC0202 The importance and benefits of stakeholder management planning can be explained

- IAC0203 Stakeholder management planning process, techniques and source documents can be listed and their application explained

(Weight 25%)

11.2.3. KM-11-KT03: Manage stakeholder engagements (25%)

Topic elements to be covered include:

- KT0301 Stakeholder engagement management concepts and flow of data

- KT0302 The importance and benefits of stakeholder engagement mangement

- KT0303 Steakholder engadgement management inputs (Stakeholder management plan, Communication management plan, Change log, Organisational process assets)

- KT0304 Stakeholder engadgement management tools and techniques (Communication methods, Interpersonal skills, Management skills, Expert judgement, Meetings)

- KT0305 Stakeholder engadgement management outputs (Issues logg, Change requests, project management plan updates)

Internal Assessment Criteria and Weight

- IAC0301 An understanding of Stakeholder engadgement management concepts and the flow of data is demonstrated

- IAC0302 The importance and benefits of stakeholder engadgement management can be explained

- IAC0303 Stakeholder engadgement management source documents can be listed and their application explained

- IAC0304 Tools and techniques to perform stakeholder engadgement management can be selected for a specific purpose and motivated

- IAC0305 Stakeholder engadgement management documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

11.2.4. KM-11-KT04: Control stakeholder engagements (25%)

Topic elements to be covered include:

- KT0401 Stakeholder engagement control concepts and flow of data

- KT0402 The importance and benefits of stakeholder engagement control

- KT0403 Steakholder engagdement control inputs (Project management plan, Issues log, Work perfromance data, project documents)

- KT0404 Stakeholder engagdement control tools and techniques (Information management systems, Expert judgement, Meetings)

- KT0405 Stakeholder engagdement control outputs (Work perfromance information, Change requests, Project management plan updates)

Internal Assessment Criteria and Weight

- IAC0401 An understanding of stakeholder engagdement control concepts and the flow of data is demonstrated

- IAC0402 The importance and benefits of stakeholder engagdement control can be explained

- IAC0403 Stakeholder engagdement control source documents can be listed and their application explained

- IAC0404 Tools and techniques to perform stakeholder engagdement control can be selected for a specific purpose and motivated

- IAC0405 Stakeholder engagdement control documents can be can be identified, the application explained, evaluated for completeness, gaps identified and corrective measures motivated

(Weight 25%)

11.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that aligned to the content of the module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitatators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment

- practice

- Not more than 20 learners per facilitator

Legal Requirements:

- None

11.4 Exemptions

- None recognised

SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

List of Practical Skill Module Specifications

- 121905000-PM-01, Initiate a project, NQF Level 5, Credits 4

- 121905000-PM-02, Plan and develop a project management approach and scope statement, NQF Level 05, Credits 8

- 121905000-PM-03, Plan and develop a project time line and schedule, NQF Level 05, Credits 8

- 121905000-PM-04, Plan for and project the cost of a project, NQF Level 05, Credits 8

- 121905000-PM-05, Plan project management systems, NQF Level 05, Credits 8

- 121905000-PM-06, Monitor and control the scope of a project, NQF Level 05, Credits 8

- 121905000-PM-07, Control the project delivery schedules and costs, NQF Level 05, Credits 8

- 121905000-PM-08, Control the project quality, NQF Level 05, Credits 8

- 121905000-PM-09, Manage and control the human resources of a project, NQF Level 05, Credits 8

- 121905000-PM-10, Conduct and control project communication and stakeholder interaction, NQF Level 05, Credits 8

- 121905000-PM-11, Manage and control project risks, NQF Level 05, Credits 8

- 121905000-PM-12, Manage and control project procurement activities, NQF Level 05, Credits 8

- 121905000-PM-13, Manage and control project close-out activities, NQF Level 05, Credits 8

1. 121905000-PM-01, Initiate a project, NQF Level 5, Credits 4

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to Project initiation practices

The learner will be required to:

- PM-01-PS01: Interpret the project charter or brief and associated documents
- PM-01-PS02: Determine the key requirements and needs of the project

1.2 Guidelines for Practical Skills

1.2.1. PM-01-PS01: Interpret the project charter or brief and associated documents

Scope of Practical Skill

Given a project charter or brief and associated documents, the learner must be able to:

- PA0101 Interpret and describe the reasons for undertaking the project
- PA0102 Identify and describe the goals and objective of the project
- PA0103 Interpret and describe the way the project integrates with the overall business strategy and the project charter.

Applied Knowledge

- AK0101 Scope and content of a project charter or brief

Internal Assessment Criteria

- IAC0101 The reasons for the project reflect the desired outcomes of the project
- IAC0102 The goals and objectives are in line with the project charter

1.2.2. PM-01-PS02: Determine the key requirements and needs of the project

Scope of Practical Skill

- PA0201 Identify and describe the requirements or needs that must be realised to meet the objectives of the business case
- PA0202 Identify, describe and record the major deliverables to deliver the requirements and needs
- PA0203 Identify and document the major resource groupings to deliver the project requirements and needs
- PA0204 Identify and document inclusions and exclusions from the project in support of project scope clarification agreements
- PA0205 Compile and document an initial project schedule to determine the initial overall timeline of the project.

- PA0206 Compile and document an initial project budget using a top down approach

Applied Knowledge

- AK0201 Scope and content of a project charter or brief

Internal Assessment Criteria

- IAC0201 All documented reports are accurate and compiled in the required format

- IAC0202 Major resource groupings include but are not limited to project team members, contracting groups, equipment and material

- IAC0203 The initial project schedule consists of key project milestones e.g. key milestone chart

- IAC0204 Budgets are prepared to reflect the feassability of the project

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

1.4 Exemptions

- None recognised

2. 121905000-PM-02, Plan and develop a project management approach and scope statement, NQF Level 05, Credits 8

2.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to Project plan and scope development practices

The learner will be required to:

- PM-02-PS01: Develop the Project Management approach

- PM-02-PS02: Compile a project scope statement

- PM-02-PS03: Develop a Work Breakdown Structure

2.2 Guidelines for Practical Skills

2.2.1. PM-02-PS01: Develop the Project Management approach

Scope of Practical Skill

Given a project charter or brief and associated documents, the learner must be able to:

- PA0101 Identify and document the major project assumptions and constraints

- PA0102 Identify and describe project strategies in the context of project objectives and practicality requirements

- PA0103 Determine and document project controls required to govern the project

- PA0104 Identify and explain project performance measures and acceptance criteria

Applied Knowledge

- AK0101 Scope and content of a project charter or brief

Internal Assessment Criteria

- IAC0101 All documented reports are accurate and compiled in the required format

- IAC0102 Major project assumptions and constraints are interpreted and the impact thereof on the project is explained

- IAC0103 Project strategies include but are not limited to management strategies for scope, schedule, cost, quality, risk, communication

- IAC0104 Project strategies are aligned with project objectives and are practicable

- IAC0105 Project controls include but are not limited to policies, procedures, standards and guidelines required to govern the project

- IAC0106 Project performance measures and acceptance criteria support the achievement of project objectives.

- IAC0107 The Project Management approach is compiled to best suit the specific project and the stakeholder requirements

- IAC0108 The project management approach includes but is not limited to project phases, project management processes and specific strategies regarding key project aspects

2.2.2. PM-02-PS02: Compile a project scope statement

Scope of Practical Skill

Applied Knowledge

- AK0201 Scope and content of a project charter or brief

Internal Assessment Criteria

- IAC0201 All documented reports are accurate and compiled in the required format

- IAC0202 The scope statements are cohesive, balances all requirements and assures alignment to the project charter

- IAC0203 Governance criteria are practicable, cohesive and complete

2.2.3. PM-02-PS03: Develop a Work Breakdown Structure

Scope of Practical Skill

Given a project charter or brief and associated documents, the learner must be able to:

Applied Knowledge

- AK0301 Project schedule techniques

- AK0302 Project approval process

- AK0303 Critical path

Internal Assessment Criteria

- IAC0301 All documented reports are accurate and compiled in the required format

- IAC0302 Descriptions are clearly formulated and unambiguous

- IAC0303 Components into which work needs to be decomposed (horizontal division) are determined using project management principles to support the planning and control of the project

- IAC0304 The level of detail to which work is decomposed (vertical division) is determined using project management principles in order to support the planning and control of the project

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

2.4 Exemptions

- None recognised

3. 121905000-PM-03, Plan and develop a project time line and schedule, NQF Level 05, Credits 8

3.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to Conduct project time and schedule planning in a controlled learning environment

The learner will be required to:

- PM-03-PS01: Plan schedule management

- PM-03-PS02: Define project activities

- PM-03-PS03: Sequence project activities

- PM-03-PS04: Estimate project activity resources and duration

- PM-03-PS05: Develop a project schedule

3.2 Guidelines for Practical Skills

3.2.1. PM-03-PS01: Plan schedule management

Scope of Practical Skill

Applied Knowledge

- AK0101 Project scheduling and planning

- AK0102 Ways to present a project schedule

- AK0103 Systemic scheduling approach

Internal Assessment Criteria

- IAC0101 All documented project schedule data is accurate and compiled in the required format

- IAC0102 Time scales are appropriate and inline with project activities

- IAC0103 The purpose of using schedules is described

- IAC0104 Different project schedules are described according to organisational requirements

- IAC0105 A systematic thinking approach is applied when completing the task

3.2.2. PM-03-PS02: Define project activities

Scope of Practical Skill

Applied Knowledge

- AK0201 Types of project activities

- AK0202 Activity constraints analysis

Internal Assessment Criteria

- IAC0201 The activities identified address the project statement of work

- IAC0202 Project activity assumptions and constraints are interpreted and the impact of each activity on the project is explained

3.2.3. PM-03-PS03: Sequence project activities

Scope of Practical Skill

Applied Knowledge

- AK0301 Change control procedures

- AK0302 Dependency analysis

- AK0303 Sequencing steps

Internal Assessment Criteria

- IAC0301 The Project Schedule shows planned dates for performing activities and meeting or achieving milestones

3.2.4. PM-03-PS04: Estimate project activity resources and duration

Scope of Practical Skill

Applied Knowledge

- AK0401 Project statement of work

Internal Assessment Criteria

- IAC0401 All resources listed are accurate and in-line with project milestones

- IAC0402 Time estimations are accurate and support the project scope

- IAC0403 Resource requirements comply with project standards

3.2.5. PM-03-PS05: Develop a project schedule

Scope of Practical Skill

Applied Knowledge

- AK0501 Project scheduling techniques

- AK0502 Approval process

- AK0503 Critical path analysis

Internal Assessment Criteria

- IAC0501 An integrated project schedule is produced and maintained that consolidates the entire component plans

- IAC0502 Component plans are interrogated and adjusted to ensure consistency across all component areas

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

3.4 Exemptions

- None recognised

4. 121905000-PM-04, Plan for and project the cost of a project, NQF Level 05, Credits 8

4.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to Conduct project cost projections in a controlled learning environment

The learner will be required to:

- PM-04-PS01: Plan project cost management

- PM-04-PS02: Develop a project cost estimate

- PM-04-PS03: Develop a project budget

4.2 Guidelines for Practical Skills

4.2.1. PM-04-PS01: Plan project cost management

Scope of Practical Skill

Applied Knowledge

- AK0101 Costing metrics

- AK0102 Process and data integration

- AK0103 The process dynamics of cost management planning

- AK0104 Costing, cost analysis and control

- AK0105 Financial information writing formats, rules and ledgers

- AK0106 Data bundling and interpretation

- AK0107 Data analysis and control

Internal Assessment Criteria

- IAC0101 An understanding of cost management planning processes and techniques is demonstrated

- IAC0102 Processes for producing a project cost management plan are described with examples, which are in line with organisational requirements

- IAC0103 Alternative costing methods and models are described with examples of their impact. Includes but is not limited to: top down, bottom up, activity based, life cycle costing

- IAC0104 Factors affecting project costs are identified and explained with examples of how these factors affect the project costs. Includes but is not limited to: constraints, time, resource availability, exchange rates, interest rates, prices

- IAC0105 The importance of managing income and expenditure on a project is explained with examples of how they impact on the project outcome. Includes but is not limited to: impact of late payment, forecast of impact of changes, alignment with organisational cash flow, payment schedules, impact on profit expected

4.2.2. PM-04-PS02: Develop a project cost estimate

Scope of Practical Skill

Applied Knowledge

- AK0201 The process dynamics of cost management planning

- AK0202 Costing metrics, data analysis and reporting

Internal Assessment Criteria

- IAC0201 Cost estimates accurately reflects the costs of planned project activities included in the WBS

- IAC0202 Estimates are based on an interpretation and evaluation of cost alternatives

- IAC0203 Risks and contingencies are accounted for in cost estimates

4.2.3. PM-04-PS03: Develop a project budget

Scope of Practical Skill

Applied Knowledge

- AK0301 Budgeting metrics

- AK0302 The process dynamics of budgeting

- AK0303 Budgeting, budget analysis and control

Internal Assessment Criteria

- IAC0301 All documented reports are accurate and compiled in the required format

- IAC0302 The cost baseline represents a time phased budget that is used as a basis against which to measure, monitor and control overall cost performance on the project

- IAC0303 The cost baseline reflects needs and structures including but are not limited to: Work Breakdown Structure (WBS), Chart of Accounts, Schedule

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

4.4 Exemptions

- None recognised

5. 121905000-PM-05, Plan project management systems, NQF Level 05, Credits 8

5.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to Plan project management systems

The learner will be required to:

- PM-05-PS01: Plan project quality management

- PM-05-PS02: Plan project human resources

- PM-05-PS03: Plan project communication management

- PM-05-PS04: Plan project risk management

- PM-05-PS05: Plan project procurement management

5.2 Guidelines for Practical Skills

5.2.1. PM-05-PS01: Plan project quality management

Scope of Practical Skill

Applied Knowledge

- AK0101 Quality management methods, techniques and tools

Internal Assessment Criteria

- IAC0101 Proposed quality plan addresses the quality management needs of the project

- IAC0102 Appropriate project management planning components are identified

5.2.2. PM-05-PS02: Plan project human resources

Scope of Practical Skill

Applied Knowledge

- AK0201 Project human resource management and recruitment practices

- AK0202 Labour sourcing and categories of employment

Internal Assessment Criteria

- IAC0201 Human resource requirements are identified and listed in an project team structure

- IAC0202 A roles and responsibilities matrix is produced

- IAC0203 A recruitment plan is produced that meets the needs of the project

5.2.3. PM-05-PS03: Plan project communication management

Scope of Practical Skill

Applied Knowledge

- AK0301 Communication methods, models, technology and techniques used on projects

Internal Assessment Criteria

- IAC0301 The communication strategy and tactics address the communication needs of the project

- IAC0302 The communication management plan is developed in line with project communication needs

5.2.4. PM-05-PS04: Plan project risk management

Scope of Practical Skill

Applied Knowledge

- AK0401 Project risk management planning tools and techniques

- AK0402 Elements of a project risk management plan

- AK0403 Risk categorisation

- AK0404 Risk management records and document templates

Internal Assessment Criteria

- IAC0401 The project risk management plan constraints all requirements and all risks identified

- IAC0402 Risk matrix meets the requirements associated with project risk management standards

- IAC0403 The documented risk management records and approach, meets project, scenario, plan and scope

5.2.5. PM-05-PS05: Plan project procurement management

Scope of Practical Skill

Applied Knowledge

- AK0501 Procurement tools and techniques

- AK0502 Contract administration

- AK0503 Procurement time lines

- AK0504 Potential supplier selection practices

Internal Assessment Criteria

- IAC0501 Project procurement management plan shows whether to procure, how to procure, what to procure, how much to procure and when to procure

- IAC0502 Project procurement management plan describes how the procurement process will roll out

- IAC0503 Risk related unethical procurement conduct are addressed in the procurement plan

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

5.4 Exemptions

- None recognised

6. 121905000-PM-06, Monitor and control the scope of a project, NQF Level 05, Credits 8

6.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to monitor and control the scope of a project

The learner will be required to:

- PM-06-PS01: Evaluate and refine the project scope statement

- PM-06-PS02: Validate the project scope

- PM-06-PS03: Control the project scope

6.2 Guidelines for Practical Skills

6.2.1. PM-06-PS01: Evaluate and refine the project scope statement

Scope of Practical Skill

Applied Knowledge

- AK0101 Project scope statement review practices and techniques

- AK0102 Source documents

- AK0103 Assumptions and constraints

- AK0104 Formulating conclusions and motivations

Internal Assessment Criteria

- IAC0101 The preliminary scope statement as well as other relevant inputs are reviewed and understood in order to develop a more detailed project scope statement

- IAC0102 Project requirements, assumptions and constraints are refined using project management principles.

- IAC0103 The refined project scope statement is compiled so that it provides for the project requirements, assumptions and constraints

- IAC0104 The project scope statement is documented in the required format and required timeframe

6.2.2. PM-06-PS02: Validate the project scope

Scope of Practical Skill

Applied Knowledge

- AK0201 Project scope statement validation practices and techniques

Internal Assessment Criteria

- IAC0201 An understanding of the project scope validation requirements is demonstrated

- IAC0202 The amended scope statement address all the requirements and needs for successful project delivery

6.2.3. PM-06-PS03: Control the project scope

Scope of Practical Skill

Applied Knowledge

- AK0301 Project scope control procedure and practices

Internal Assessment Criteria

- IAC0301 An understanding of the project scope management requirements and interrelationships is demonstrated

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

6.4 Exemptions

- None recognised

7. 121905000-PM-07, Control the project delivery schedules and costs, NQF Level 05, Credits 8

7.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to control the delivery of a project, project schedules and project costs

The learner will be required to:

- PM-07-PS01: Control a project schedule

- PM-07-PS02: Control project costs

7.2 Guidelines for Practical Skills

7.2.1. PM-07-PS01: Control a project schedule

Scope of Practical Skill

Applied Knowledge

- AK0101 Scheduling tools and techniques

- AK0102 Change control procedures

- AK0103 Risk assessment

Internal Assessment Criteria

- IAC0101 Performance measurement and monitoring procedures are identified and described in accordance with project procedures

- IAC0102 Project baselines are managed through the use of integrated change control procedures

- IAC0103 Issues and risks that may have an impact on the project are dealt with in accordance with project change control procedures

7.2.2. PM-07-PS02: Control project costs

Scope of Practical Skill

Applied Knowledge

- AK0201 Cost control metrics

- AK0202 Field/site measurement methodology

- AK0203 The process dynamics of cost control

- AK0204 Financial information writing formats, rules and ledgers

- AK0205 Risk identification and analysis

- AK0206 Data bundling, analysis and interpretation

Internal Assessment Criteria

- IAC0201 An understanding of the cost control process, concepts, theory, techniques and practices are demonstrated

- IAC0202 Cost management policies and procures are evaluated against governance criteria for completeness and practicability, gaps are identified and corrective measures motivated

- IAC0203 Recorded variance analysis, trends analysis, earned value performance reports demonstrates an analytical competence and understanding

7.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

7.4 Exemptions

- None recognised

8. 121905000-PM-08, Control the project quality, NQF Level 05, Credits 8

8.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to control quality of a project

The learner will be required to:

- PM-08-PS01: Gather and analyse quality requirements

- PM-08-PS02: Perform project quality assurance

- PM-08-PS03: Control project quality

8.2 Guidelines for Practical Skills

8.2.1. PM-08-PS01: Gather and analyse quality requirements

Scope of Practical Skill

Applied Knowledge

- AK0101 Quality standards including ISO guidelines, government regulations

- AK0102 Quality management methods, techniques and tools

- AK0103 Place of quality management in the project life cycle

Internal Assessment Criteria

- IAC0101 The project quality objectives reflects the outcome requirements of the project

- IAC0102 The documented quality requirements are accurate and compiled in the required format

8.2.2. PM-08-PS02: Perform project quality assurance

Scope of Practical Skill

Applied Knowledge

- AK0201 Quality management systems and techniques

- AK0202 Methods and techniques for identifying quality deviations and exceptions

Internal Assessment Criteria

- IAC0201 An understanding of project quality assurance requirements and procedures are demonstrated

8.2.3. PM-08-PS03: Control project quality

Scope of Practical Skill

Applied Knowledge

- AK0301 Quality control measurement tools

- AK0302 Methods and techniques for measuring project quality

- AK0303 Non conformance management

Internal Assessment Criteria

- IAC0301 An understanding of project quality control requirements and procedures are demonstrated

8.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

8.4 Exemptions

- None recognised

9. 121905000-PM-09, Manage and control the human resources of a project, NQF Level 05, Credits 8

9.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to manage and control human resources

The learner will be required to:

- PM-09-PS01: Recruit and select a project team

- PM-09-PS02: Develop a project team

- PM-09-PS03: Manage project team performance

- PM-09-PS04: Manage project team member conduct

- PM-09-PS05: Enforce occupational health, safety, environment and risk control practices

9.2 Guidelines for Practical Skills

9.2.1. PM-09-PS01: Recruit and select a project team

Scope of Practical Skill

Applied Knowledge

- AK0101 Labour, recruitment and selection legislation and regulations

- AK0102 Interviewing practices

Internal Assessment Criteria

- IAC0101 Team selections are made in accordance with the project plan and scope and resource requirements

- IAC0102 Interview is conducted systematically and in accordance accepted interview practices

- IAC0103 Selected applicant/s match the job requirements

9.2.2. PM-09-PS02: Develop a project team

Scope of Practical Skill

Applied Knowledge

- AK0201 Training needs analysis

- AK0202 Skills gap analysis

Internal Assessment Criteria

- IAC0201 Identified skills gaps and training needs match project requirements

9.2.3. PM-09-PS03: Manage project team performance

Scope of Practical Skill

Applied Knowledge

- AK0301 Staff performance measurement tools

- AK0302 Project performance indicators

- AK0303 Development plan and remedies to performance problems

- AK0304 Direct and manage project work

Internal Assessment Criteria

- IAC0301 Selected performance evaluation criteria and method/s used are relevant and fair

- IAC0302 Development plan matches weaknesses identified and the appropriate remedies are selected

- IAC0303 Coaching and mentoring session are conducted in a planned and constructive manner

- IAC0304 An understanding of team performance management is demonstrated and reflected on

- IAC0305 Records of meetings, sessions and agreed action plans are accurate and complete

9.2.4. PM-09-PS04: Manage project team member conduct

Scope of Practical Skill

Applied Knowledge

- AK0401 IR Codes, procedures and administration

- AK0402 Statutory provisions and case law

Internal Assessment Criteria

- IAC0401 Records of meetings, sessions and agreed action plans are accurate and complete

- IAC0402 An understanding of IR practices in accordance with statutory and case law provision is demonstrated

- IAC0403 Insight into levels of complexity related to specific cases of misconduct is demonstrated

- IAC0404 An understanding of the impact of the conduct on the project and initiating corrective action to maintain project delivery is demonstrated

9.2.5. PM-09-PS05: Enforce occupational health, safety, environment and risk control practices

Scope of Practical Skill

Applied Knowledge

- AK0501 Statutory occupational health and safety provisions

- AK0502 Health and safety administrative procedures

- AK0503 Incident investigation and reporting

Internal Assessment Criteria

- IAC0501 An understanding of the control of health, safety, environmental protection and risk management practices is demonstrated

- IAC0502 Incident investigations and reports and conducted in accordance with accepted guidelines and practices

9.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

9.4 Exemptions

- None recognised

10. 121905000-PM-10, Conduct and control project communication and stakeholder interaction, NQF Level 05, Credits 8

10.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to conduct and control stakeholder communication

The learner will be required to:

- PM-10-PS01: Conduct project communication

- PM-10-PS02: Control project communication

- PM-10-PS03: Identify, analyse and manage project stakeholder groups

10.2 Guidelines for Practical Skills

10.2.1. PM-10-PS01: Conduct project communication

Scope of Practical Skill

Applied Knowledge

- AK0101 Communication tools, techniques and templates

- AK0102 Communication plan requirements

- AK0103 Types of information required to include in a project communication management plan

- AK0104 Information management systems

- AK0105 Communication requirement analysis

Internal Assessment Criteria

- IAC0101 Communication plan meets the overall project scope and plan

- IAC0102 The communication management plan matches the project information needs

- IAC0103 An understanding of the impact and best practices of communication on the achievement of project delivery is described and motivated

10.2.2. PM-10-PS02: Control project communication

Scope of Practical Skill

Applied Knowledge

- AK0201 Communication control practices

- AK0202 Communication barriers and risks

- AK0203 Communication records and document templates

- AK0204 Communication technology and methods

Internal Assessment Criteria

- IAC0201 A risk and an issue log is developed and scenario relevant mitigating actions recorded

- IAC0202 The documented records of controlling project communication meets project, scenario, plan and scope

10.2.3. PM-10-PS03: Identify, analyse and manage project stakeholder groups

Scope of Practical Skill

Applied Knowledge

- AK0301 Stakeholder analysis reports

- AK0302 Identification of stakeholders

- AK0303 Techniques to engage stakeholders

Internal Assessment Criteria

- IAC0301 Implementation requirements and practices of the stakeholder management plan can be explained

- IAC0302 The process for evaluating the impact and influence of each stakeholder can be explained

10.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

10.4 Exemptions

- None recognised

11. 121905000-PM-11, Manage and control project risks, NQF Level 05, Credits 8

11.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to manage and control risks

The learner will be required to:

- PM-11-PS01: Identify project risks

- PM-11-PS02: Control project risks

11.2 Guidelines for Practical Skills

11.2.1. PM-11-PS01: Identify project risks

Scope of Practical Skill

Applied Knowledge

- AK0101 Tools and techniques for risk identification

- AK0102 Trend analysis and reporting

- AK0103 Risk analysis tools and techniques (Qualitative and Quantitative)

- AK0104 Risk probability and impact

- AK0105 Probability assumptions testing

- AK0106 Data precision ranking

- AK0107 Interviewing techniques

- AK0108 Sensitivity analysis

Internal Assessment Criteria

- IAC0101 The risk response plan meets the project needs

- IAC0102 Risks are accurately and comprehensively identified and categorised

11.2.2. PM-11-PS02: Control project risks

Scope of Practical Skill

Applied Knowledge

- AK0201 Risk control tools and techniques

- AK0202 Integration of risk control with project plans and delivery

Internal Assessment Criteria

- IAC0201 An understanding of risk control practices is demonstrated and actions are motivated

11.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

11.4 Exemptions

- None recognised

12. 121905000-PM-12, Manage and control project procurement activities, NQF Level 05, Credits 8

12.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to manage and control procurement

The learner will be required to:

- PM-12-PS01: Source and secure project suppliers

- PM-12-PS02: Control project procurement processes

12.2 Guidelines for Practical Skills

12.2.1. PM-12-PS01: Source and secure project suppliers

Scope of Practical Skill

Applied Knowledge

- AK0101 Sourcing of suppliers

- AK0102 Supplier negotiation

- AK0103 Import regulations and requirements

- AK0104 Customs and duties

- AK0105 Best purchasing practices

- AK0106 Ethics

- AK0107 Quotations and tendering practices

Internal Assessment Criteria

- IAC0101 Supplier selection complies with purchasing requirements and project objectives

12.2.2. PM-12-PS02: Control project procurement processes

Scope of Practical Skill

Applied Knowledge

- AK0201 Contract change request/control system

- AK0202 Supplier performance report

- AK0203 Supplier payment system

Internal Assessment Criteria

- IAC0201 Procedures and documents allow for the control of the procurement process and the were maintenance of contractual relationships

- IAC0202 Procedures and documents allow for the assessment of the performance of suppliers, recognition of discrepancies and actions can be taken to rectify suppliers performance

12.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

12.4 Exemptions

- None recognised

13. 121905000-PM-13, Manage and control project close-out activities, NQF Level 05, Credits 8

13.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to manage and control project close-out activities

The learner will be required to:

- PM-13-PS01: Project verification and satisfaction assessment

- PM-13-PS02: Develop project resource demobolisation and termination procedures

- PM-13-PS03: Administration and contract closure audit procedure

- PM-13-PS04: Design a project transfer and handover procedure

13.2 Guidelines for Practical Skills

13.2.1. PM-13-PS01: Project verification and satisfaction assessment

Scope of Practical Skill

Applied Knowledge

- AK0101 Performance reporting tools and techniques

- AK0102 Project report templates

- AK0103 Project documentation

- AK0104 Project presentation techniques

Internal Assessment Criteria

- IAC0101 The report and presentation reflects achievement of final specification, project success, effectiveness and lessons learned

13.2.2. PM-13-PS02: Develop project resource demobolisation and termination procedures

Scope of Practical Skill

Applied Knowledge

- AK0201 Contract close out

- AK0202 Closure processes

- AK0203 Resource demobilisation procedures

Internal Assessment Criteria

- IAC0201 The project resource demobilisation and termination procedures includes completion and settlement of contracts and resolution of any open items

13.2.3. PM-13-PS03: Administration and contract closure audit procedure

Scope of Practical Skill

Applied Knowledge

- AK0301 Performance reporting tools and techniques

- AK0302 Product documentation

- AK0303 Project records

Internal Assessment Criteria

- IAC0301 The procedure design includes performance measurement documentation, product documentation and other project records required

13.2.4. PM-13-PS04: Design a project transfer and handover procedure

Scope of Practical Skill

Applied Knowledge

- AK0401 Contract documentation

- AK0402 Payment requests and reconsiliation

- AK0403 Verification processes and procedures

Internal Assessment Criteria

- IAC0401 The project transfer and handover procedure meets organisational and project requirements

13.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning resources that are aligned to the content of this module

- Assessment instruments that are focused on the internal assessment criteria

- Access to training facilities that are well equiped and conducive for effective learning

Human Resource Requirements:

- Facilitators of learning who has subject matter expertise in project management as covered by this module

- Facilitators who has achieved a nationally accepted standard in the delivery of occupational learning

- Facilitators of learning who has achieved a recognised learning standard in assessment practice

Legal Requirements:

- None

13.4 Exemptions

- None recognised

SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS

List of Work Experience Module Specifications

- 121905000-WM-01, Attend to project initiation management processes, NQF Level 05, Credits 10

- 121905000-WM-02, Attend to project planning processes, NQF Level 5, Credits 20

- 121905000-WM-03, Attend to project execution and control processes, NQF Level 05, Credits 20

- 121905000-WM-04, Attend to project close out processes, NQF Level 5, Credits 10

1. 121905000-WM-01, Attend to project initiation management processes, NQF Level 05, Credits 10

1.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Conduct project initiation processes under authentic working conditions. This is aimed at development of confidence in attending to project initiation process in a project management environment through repetition under close supervision. This includes exposure the to the complexities of dealing with different workplace demands, pressures of work and client needs.

The learner will be required to:

- WM-01-WE01: Observe and assist an experienced project manager with project initiation processes

- WM-01-WE02: Conduct project initiation activities under close supervision of an experience project manager

1.2 Guidelines for Work Experiences

1.2.1. WM-01-WE01: Observe and assist an experienced project manager with project initiation processes

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Observe and assist with actions related to the initiation of a project and compiling a project scope statement such as the interpretation of the project charter or brief and associated documents, determining the key requirements and needs of a project, the development of the project management approach and compiling a project scope statemen

- WA0102 Observe and assist with actions related to client consultation on the initiation of a project and compiling a project scope statement

Supporting Evidence

- SE0101 Evaluation report by the experienced person

- SE0102 Workplace logbook

1.2.2. WM-01-WE02: Conduct project initiation activities under close supervision of an experience project manager

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Attend to the initiation of a project and compiling a project scope statement related to the interpretation of the project charter or brief and associated documents, determining the key requirements and needs of a project, the development of the project management approach and compiling a project scope statement

- WA0202 Attend to client consultation on the initiation of a project and compiling a project scope statement

- WA0203 Attend to the initiation of a project and compiling a project scope statement for at least two projects

Supporting Evidence

- SE0201 Project charter interpretation

- SE0202 Project needs assessment

- SE0203 Project management approach

- SE0204 Project scope statement

- SE0205 Workplace logbook

1.3 Contextualised Workplace Knowledge

1 Workplace policies and procedures

2 Workplace specific practices and customs

3 Workplace reporting structures

4 Workplace documents

1.4 Criteria for Workplace Approval

Physical Requirements:

- Fully equiped and functional office with a code of ethics and project or company management policies, procedures and practices

- Learner work station, computer facilites, appropriate software and electronic communication capacity

- Must be actively delivering a project with multiple deliverables at any point in time

- Capacity to expose the learner to the full scope of the qualification

Human Resource Requirements:

- Project managers that has achieved an industry recognised level of learning

- Must have experience in the full scope of project management for at least 3 years

- Learner technical expertise and project context must be compatible

- At least one workplace project management expert acting as a learner coach/mentor

- The mentor to learner ratio should not compromise the quality of learning and experience

Legal Requirements:

- None

1.5 Additional Assignments to be Assessed Externally

None specified

2. 121905000-WM-02, Attend to project planning processes, NQF Level 5, Credits 20

2.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Conduct project planning processes under authentic working conditions. This is aimed at development of confidence in attending to project planning processes in a project management environment through repetition under close supervision. This includes exposure the to the complexities of dealing with different workplace demands, pressures of work and client needs

The learner will be required to:

- WM-02-WE01: Observe and assist an experienced project manager with project planning

- WM-02-WE02: Conduct project planning activities under close supervision of an experience project manager

2.2 Guidelines for Work Experiences

2.2.1. WM-02-WE01: Observe and assist an experienced project manager with project planning

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Observe and assist with actions related to planning and developing a project time line and schedule such as planning schedule management, defining project activities, sequencing project activities, estimating project activity resources and duration, development of a project schedule and development of a Work Breakdown Structure

- WA0102 Observe and assist with actions related to planning and projecting the cost of a project such as planning project cost management, developing a project cost estimate and developing a project budget

- WA0103 Observe and assist with actions related to planning project management systems such as a project quality management plan, project human resources plan, project communication management plan, project risk management plan and project procurement management plan

Supporting Evidence

- SE0101 Evaluation report by the experienced person

- SE0102 Workplace logbook

2.2.2. WM-02-WE02: Conduct project planning activities under close supervision of an experience project manager

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Attend to planning and developing a project time line and schedule such as planning schedule management, defining project activities, sequencing project activities, estimating project activity resources and duration, development of a project schedule and development of a Work Breakdown Structure

- WA0202 Attend to planning and projecting the cost of a project such as planning project cost management, developing a project cost estimate and developing a project budget â€¢ WA0203 Attend to planning project management systems such as a project quality management plan, project human resources plan, project communication management plan, project risk management plan and project procurement management plan

- WA0203 Attend to project planning activities for at least two projects

Supporting Evidence

- SE0201 Schedule management plan

- SE0202 Project activities

- SE0203 Project activities sequence

- SE0204 Project activity resources and duration estimate

- SE0205 Project schedule

- SE0206 Work Breakdown Structure

- SE0207 Workplace log book

2.3 Contextualised Workplace Knowledge

1 Workplace specific practices and customs

2 Workplace reporting structures

3 Workplace documents

2.4 Criteria for Workplace Approval

Physical Requirements:

Human Resource Requirements:

Legal Requirements:

2.5 Additional Assignments to be Assessed Externally

3. 121905000-WM-03, Attend to project execution and control processes, NQF Level 05, Credits 20

3.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Conduct project execution and control processes under authentic working conditions. This is aimed at development of confidence in attending to project execution and control processes in a project management environment through repetition under close supervision. This includes exposure the to the complexities of dealing with different workplace demands, pressures of work and client needs

The learner will be required to:

- WM-03-WE01: Observe and assist an experienced project manager with project execution and control

- WM-03-WE02: Conduct project execution and control activities under close supervision of an experience project manager

3.2 Guidelines for Work Experiences

3.2.1. WM-03-WE01: Observe and assist an experienced project manager with project execution and control

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Observe and assist with actions related to monitoring and controlling the scope of a project such as evaluating and refining the project scope statement, validating the project scope and controlling the project scope

- WA0102 Observe and assist with actions related to the control of the project delivery schedules and costs such as control a project schedule and costs

- WA0103 Observe and assist with actions related to the control of the project quality such as gather of and analysing quality requirements, performing project quality assurance and controlling project quality

- WA0104 Observe and assist with actions related to managing and controlling the human resources of a project such as recruitment and selection of a project team, developing a project team, managing project team performance, managing project team member conduct and enforcing occupational health, safety, environment and risk control practices

- WA0105 Observe and assist with actions related to conducting and controlling project communication and stakeholder interaction

- WA0106 Observe and assist with actions related to the management and control of project risks

- WA0107 Observe and assist with actions related to the manage and control of project procurement

Supporting Evidence

- SE0101 Evaluation report by the experienced person

- SE0102 Workplace log book

3.2.2. WM-03-WE02: Conduct project execution and control activities under close supervision of an experience project manager

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Attend to actions related to monitoring and controlling the scope of a project such as evaluating and refining the project scope statement, validating the project scope and controlling the project scope

- WA0202 Attend to actions related to the control of the project delivery schedules and costs such as control a project schedule and costs

- WA0203 Attend to actions related to the control of the project quality such as gather of and analysing quality requirements, performing project quality assurance and controlling project quality

- WA0204 Attend to actions related to managing and controlling the human resources of a project such as recruitment and selection of a project team, developing a project team, managing project team performance, managing project team member conduct and enforcing occupational health, safety, environment and risk control practices

- WA0205 Attend to actions related to conducting and controlling project communication and stakeholder interaction

- WA0206 Attend to actions related to the management and control of project risks

- WA0207 Attend to actions related to the manage and control of project procurement activities

- WA0208 Attend to project execution and control activities for at least two projects

Supporting Evidence

- SE0201 Schedule management plan

- SE0202 Project activities sequence

- SE0203 Project activities records

- SE0204 Project documentation and records

- SE0205 Workplace log book

3.3 Contextualised Workplace Knowledge

1 Workplace specific practices and customs

2 Workplace reporting structures

3 Workplace documents

3.4 Criteria for Workplace Approval

Physical Requirements:

Human Resource Requirements:

Legal Requirements:

3.5 Additional Assignments to be Assessed Externally

4. 121905000-WM-04, Attend to project close out processes, NQF Level 5, Credits 10

4.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Conduct project close out processes under authentic working conditions. This is aimed at development of confidence in attending to project close out processes in a project management environment through repetition under close supervision. This includes exposure the to the complexities of dealing with different workplace demands, pressures of work and client needs

The learner will be required to:

- WM-04-WE01: Observe and assist an experienced project manager with project close out activities

- WM-04-WE02: Conduct project close out activities under close supervision of an experience project manager

4.2 Guidelines for Work Experiences

4.2.1. WM-04-WE01: Observe and assist an experienced project manager with project close out activities

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Observe and assist with final project verification and customer satisfaction assessment including reflection on the achievement of final specifications, project success, effectiveness and lessons learned

- WA0102 Observe and assist with project resource demobilisation and termination procedures including resource demobilisation and termination, completion and settlement of contracts and resolution of any open items

- WA0103 Observe and assist with project administrative and contract closure activities including performance measurement documentation, product documentation and other project records required, project audits

- WA0104 Observe and assist with project transfer and handover procedures including client meetings, handover actions and project reconciliations

Supporting Evidence

- SE0101 Evaluation report by the experienced person

- SE0102 Workplace log book

4.2.2. WM-04-WE02: Conduct project close out activities under close supervision of an experience project manager

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Attend to final project verification and customer satisfaction assessment including reflection on the achievement of final specifications, project success, effectiveness and lessons learned

- WA0202 Attend to project resource demobilisation and termination procedures including resource demobilisation and termination, completion and settlement of contracts and resolution of any open items

- WA0203 Attend to project administrative and contract closure activities including performance measurement documentation, product documentation and other project records required, project audits

- WA0204 Attend to project close out activities for at least two projects

Supporting Evidence

- SE0201 Project close out documentation

- SE0202 Workplace log book

4.3 Contextualised Workplace Knowledge

1 Workplace documents

2 Workplace reporting structures

3 Workplace specific practices and customs

4.4 Criteria for Workplace Approval

Physical Requirements:

Human Resource Requirements:

Legal Requirements:

4.5 Additional Assignments to be Assessed Externally

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	121905000
Curriculum Title:	Project Manager

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

121905000-WM-01, Attend to project initiation management processes, NQF Level 05, Credits 10

WM-01-WE01	Observe and assist an experienced project manager with project initiation processes		
	Scope Work Experience	Date	Signature
WA0101	Observe and assist with actions related to the initiation of a project and compiling a project scope statement such as the interpretation of the project charter or brief and associated documents, determining the key requirements and needs of a project, the development of the project management approach and compiling a project scope statemen		
WA0102	Observe and assist with actions related to client consultation on the initiation of a project and compiling a project scope statement		
	Supporting Evidence	Date	Signature
SE0101	Evaluation report by the experienced person		
SE0102	Workplace logbook		
WM-01-WE02	Conduct project initiation activities under close supervision of an experience project manager		
	Scope Work Experience	Date	Signature
WA0201	Attend to the initiation of a project and compiling a project scope statement related to the interpretation of the project charter or brief and associated documents, determining the key requirements and needs of a project, the development of the project management approach and compiling a project scope statement		
WA0202	Attend to client consultation on the initiation of a project and compiling a project scope statement		
WA0203	Attend to the initiation of a project and compiling a project scope statement for at least two projects		
	Supporting Evidence	Date	Signature

SE0201	Project charter interpretation		
SE0202	Project needs assessment		
SE0203	Project management approach		
SE0204	Project scope statement		
SE0205	Workplace logbook		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace policies and procedures		
2	Workplace specific practices and customs		
3	Workplace reporting structures		
4	Workplace documents		

	Additional Assignments to be Assessed Externally	Date	Signature

121905000-WM-02, Attend to project planning processes, NQF Level 5, Credits 20

WM-02-WE01	Observe and assist an experienced project manager with project planning		
	Scope Work Experience	Date	Signature
WA0101	Observe and assist with actions related to planning and developing a project time line and schedule such as planning schedule management, defining project activities, sequencing project activities, estimating project activity resources and duration, development		

		Date	Signature
	of a project schedule and development of a Work Breakdown Structure		
WA0102	Observe and assist with actions related to planning and projecting the cost of a project such as planning project cost management, developing a project cost estimate and developing a project budget		
WA0103	Observe and assist with actions related to planning project management systems such as a project quality management plan, project human resources plan, project communication management plan, project risk management plan and project procurement management plan		
	Supporting Evidence	Date	Signature
SE0101	Evaluation report by the experienced person		
SE0102	Workplace logbook		
WM-02-WE02	Conduct project planning activities under close supervision of an experience project manager		
	Scope Work Experience	Date	Signature
WA0201	Attend to planning and developing a project time line and schedule such as planning schedule management, defining project activities, sequencing project activities, estimating project activity resources and duration, development of a project schedule and development of a Work Breakdown Structure		
WA0202	Attend to planning and projecting the cost of a project such as planning project cost management, developing a project cost estimate and developing a project budget â€¢ WA0203 Attend to planning project management systems such as a project quality management plan, project human resources plan, project communication management plan, project risk management plan and project procurement management plan		
WA0203	Attend to project planning activities for at least two projects		
	Supporting Evidence	Date	Signature

SE0201	Schedule management plan		
SE0202	Project activities		
SE0203	Project activities sequence		
SE0204	Project activity resources and duration estimate		
SE0205	Project schedule		
SE0206	Work Breakdown Structure		
SE0207	Workplace log book		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace specific practices and customs		
2	Workplace reporting structures		
3	Workplace documents		

	Additional Assignments to be Assessed Externally	Date	Signature

121905000-WM-03, Attend to project execution and control processes, NQF Level 05, Credits 20

WM-03-WE01	Observe and assist an experienced project manager with project execution and control		
	Scope Work Experience	Date	Signature
WA0101	Observe and assist with actions related to monitoring and controlling the scope of a project such as evaluating and refining the project scope statement, validating the project scope and controlling the project		

	scope		
WA0102	Observe and assist with actions related to the control of the project delivery schedules and costs such as control a project schedule and costs		
WA0103	Observe and assist with actions related to the control of the project quality such as gather of and analysing quality requirements, performing project quality assurance and controlling project quality		
WA0104	Observe and assist with actions related to managing and controlling the human resources of a project such as recruitment and selection of a project team, developing a project team, managing project team performance, managing project team member conduct and enforcing occupational health, safety, environment and risk control practices		
WA0105	Observe and assist with actions related to conducting and controlling project communication and stakeholder interaction		
WA0106	Observe and assist with actions related to the management and control of project risks		
WA0107	Observe and assist with actions related to the manage and control of project procurement		
	Supporting Evidence	Date	Signature
SE0101	Evaluation report by the experienced person		
SE0102	Workplace log book		
WM-03-WE02	Conduct project execution and control activities under close supervision of an experience project manager		
	Scope Work Experience	Date	Signature
WA0201	Attend to actions related to monitoring and controlling the scope of a project such as evaluating and refining the project scope statement, validating the project scope and controlling the project scope		
WA0202	Attend to actions related to the control of the project delivery schedules and costs such as control a project schedule and costs		

WA0203	Attend to actions related to the control of the project quality such as gather of and analysing quality requirements, performing project quality assurance and controlling project quality		
WA0204	Attend to actions related to managing and controlling the human resources of a project such as recruitment and selection of a project team, developing a project team, managing project team performance, managing project team member conduct and enforcing occupational health, safety, environment and risk control practices		
WA0205	Attend to actions related to conducting and controlling project communication and stakeholder interaction		
WA0206	Attend to actions related to the management and control of project risks		
WA0207	Attend to actions related to the manage and control of project procurement activities		
WA0208	Attend to project execution and control activities for at least two projects		
	Supporting Evidence	Date	Signature
SE0201	Schedule management plan		
SE0202	Project activities sequence		
SE0203	Project activities records		
SE0204	Project documentation and records		
SE0205	Workplace log book		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace specific practices and customs		
2	Workplace reporting structures		

3	Workplace documents		

	Additional Assignments to be Assessed Externally	Date	Signature

121905000-WM-04, Attend to project close out processes, NQF Level 5, Credits 10

WM-04-WE01	Observe and assist an experienced project manager with project close out activities		
	Scope Work Experience	Date	Signature
WA0101	Observe and assist with final project verification and customer satisfaction assessment including reflection on the achievement of final specifications, project success, effectiveness and lessons learned		
WA0102	Observe and assist with project resource demobilisation and termination procedures including resource demobilisation and termination, completion and settlement of contracts and resolution of any open items		
WA0103	Observe and assist with project administrative and contract closure activities including performance measurement documentation, product documentation and other project records required, project audits		
WA0104	Observe and assist with project transfer and handover procedures including client meetings, handover actions and project reconciliations		
	Supporting Evidence	Date	Signature
SE0101	Evaluation report by the experienced person		
SE0102	Workplace log book		
WM-04-WE02	Conduct project close out activities under close supervision of an experience project manager		

	Scope Work Experience	Date	Signature
WA0201	Attend to final project verification and customer satisfaction assessment including reflection on the achievement of final specifications, project success, effectiveness and lessons learned		
WA0202	Attend to project resource demobilisation and termination procedures including resource demobilisation and termination, completion and settlement of contracts and resolution of any open items		
WA0203	Attend to project administrative and contract closure activities including performance measurement documentation, product documentation and other project records required, project audits		
WA0204	Attend to project close out activities for at least two projects		
	Supporting Evidence	Date	Signature
SE0201	Project close out documentation		
SE0202	Workplace log book		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace documents		
2	Workplace reporting structures		
3	Workplace specific practices and customs		

	Additional Assignments to be Assessed Externally	Date	Signature