



INFORMATION SYSTEMS



Information pack

This document details the Project Administration course presented by GetSmarter and the University of Cape Town.



The University of Cape Town's Information Systems Department, in conjunction with GetSmarter, a specialist online training company, is pleased to offer the **UCT Project Administration course**. This course meets the high and exacting standards of the University of Cape Town.

Need for the course:

Modern businesses are increasingly organising their operations around projects. The success of these projects is largely dependent on how they are administered.

Project administration (project management) has become an essential business skill for business professionals at all levels of an organisation. While professional project management skills are required for large, complex projects spanning several years, project administration is a set of skills that empowers anyone who needs to get tasks and projects completed more effectively and efficiently.

About GetSmarter:

GetSmarter is a specialist online training company that works together with top universities and industry experts to present professional short courses throughout South Africa.

About the course:

This highly practical 10-week course, presented in English, teaches students how to administer projects effectively and efficiently. Students will learn how to run projects on time and within budget, and how to use the most popular project administration tools and techniques.

The course material is based on a popular textbook that prepares students for the Project Management Professional (PMP) certification from the Project Management Institute (PMI).

Who should attend:

The course is suitable for anyone who wants to acquire project administration skills.

More specifically, it is useful for managers, supervisors, team members, entrepreneurs and small-business owners who are responsible for task completion. Secretaries, personal assistants and other administrators who are tasked with projects will also benefit greatly from this course.

Course modules:

The following modules are covered during the course:

- Module 1: Introduction to project administration
- Module 2: Define the project
- Module 3: Risk management
- Module 4: Work breakdown structure
- Module 5: Realistic scheduling and accurate estimating
- Module 6: Understanding cost, schedule and quality
- Module 7: Selecting a project team
- Module 8: Clear communication among project stakeholders



Module 9: Measuring progress and solving common project problems
Module 10: Advancing your practice of project administration

*See Appendix A for a detailed overview of each module.

Entry requirements:

Students must have a current email account, must have access to a computer, and must be able to read documents in Adobe PDF, create documents in Microsoft Word and access the internet. A matric certificate is recommended, but is not required.

Course delivery:

The course is conducted online through the **GetSmarter Learning** website. (<http://www.getsmarter.co.za/learning>)

Each module is divided into the following components:

- Course notes
- Video lectures
- Discussion forum
- Online multiple-choice quiz
- Module assignment
- Further reading and references

For the duration of the 10-week course, a new module is released to the student group each Monday. Students complete each week's module by working through all of the components listed above. Proactive support is provided to all students by the Course Convener, Alex Trengove Jones, and the Course Coordinator, Tamara Breytenbach.

Award of the certificate:

Certificates can only be awarded to those students who obtain a combined final mark of at least 50% for the assignments. Successful students will receive the University of Cape Town's Certificate in Project Administration.

Course dates:

Registrations close: 3 September 2010
Course starts: 13 September 2010

Payment details:

Course fee: R5,900 (excl. VAT)
Payment deadline: 3 September 2010

A 10% discount is offered to groups of 3 or more when arranged with GetSmarter staff.



How to register:

Four-step registration process

1. Visit www.getsmarter.co.za.
2. Click "Project Administration" on the left menu and then click "Register Now".
3. Complete the online registration form.
4. You will receive confirmation of registration by email and SMS within 24 hours.

Payment details:

The following payment options are available:

- 1. Once-off payment**
R6,726 on registration or by 3 September 2010
- 2. Two-month payment plan**
R3,450 on registration or by 3 September 2010
R3,450 by 30 September 2010

GetSmarter accepts payments by direct deposit, electronic funds transfer (EFT) and credit card (Mastercard and Visa). Students opting to pay by credit card will be contacted by phone to obtain their credit card details. Students opting to pay by direct deposit and EFT are required to use their name and surname as a reference.

Non-South African students should contact GetSmarter for payment details.

Banking details:

Account name: Get Learning
Bank: Standard Bank
Branch: Claremont
Branch code: 025109
Account number: 04 332 0813
SWIFT Code: SBZAZAJJ

Contact details:

Should you have any queries, please contact Karin at GetSmarter:

Contact: Karin
Tel: 021 685 4775
Fax: 021 685 4883
Email: karin@getsmarter.co.za

Appendix A

The table below describes each of the 10 modules covered during the course.

Module 1: Introduction to project administration
<p>The focus of this introductory module is on understanding projects and why so many businesses are reorganising to include them. It deals with project management as a critical leadership skill, the evolution of discipline, the definition of a successful project, the cost-schedule-quality equilibrium, organising for projects and project administrators as leaders.</p>
Module 2: Define the project
<p>Who is responsible for what? Who has authority? What are the project goals and how do we communicate? These are just some of the questions answered by defining the project.</p> <p>This module covers material dealing with stakeholders at the heart of a successful project, stakeholder roles, making stakeholder identification a repeatable process, and leading the stakeholders. It also deals with material covering project rules.</p>
Module 3: Risk management
<p>All projects include an element of risk. The objective of risk management is to minimise the threats to your project.</p> <p>This module deals with the risk management advantage, the risk management framework, analysing and prioritising risks, developing response plans, and continuous risk management.</p>
Module 4: Work breakdown structure
<p>To understand a whole project is to understand its parts. The work breakdown structure (WBS) is a tool to break a project down into its component parts.</p> <p>This module deals with defining the work breakdown structure, building a work breakdown structure, criteria for a successful work breakdown structure, work package size, planning for quality and breaking down large programs.</p>
Module 5: Realistic scheduling and accurate estimating
<p>Successful projects are always based on a realistic schedule. This module deals with identifying task relationships, estimating work packages, calculating an initial schedule, assigning and leveling resources, estimating fundamentals, estimating techniques, building the detailed budget estimate and generating the cash flow schedule.</p>
Module 6: Understanding cost, schedule and quality

The three most common project constraints are time, money and quality. This module deals with three levels of balancing a project: balancing at the project level, the business case level and the enterprise level.

Module 7: Selecting a project team

It's no secret that the science of project administration cannot create successful projects without the committed, cooperative work of a cohesive team.

This module deals with a framework for building high-performance teams, leadership responsibilities, building a positive team environment, ground rules, team identity, team listening skills, meeting management, collaborative problem solving, problem analysis, decision modes, conflict management, continuous learning and job satisfaction.

Module 8: Clear communication among project stakeholders

Communication ranks high among the factors leading to the success of a project. Specifically, what is required is constant effective communication between everyone involved in the project.

This module deals with communicating within the project team, communication with management and customers, control documents, the change management process, configuration management and change management guidelines.

Module 9: Measuring progress and solving common project problems

The best project administrators find problems early and solve them without overtime. Efficient measurement of progress and understanding how to solve common project problems is vital to the success of a project.

This module deals with measuring schedule performance, measuring cost performance, earned value reporting, cost and schedule baselines, responsibility beyond your authority, disaster recovery, reducing the time to market, dealing with customers delaying a project, fighting fires, managing volunteers and achieving the five project success factors.

Module 10: Advancing your practice of project administration

There is always a way to improve your project management skills. This module focuses on enterprise project management, project portfolio management, requirements engineering and applying lean principles to projects.

We hope to welcome you to the course!