



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Operational Resource Planning For Information Collection Training

Law, Military Science and Security / Sovereignty of the State

Unit Standard 114507 · NQF Level 5 · 35 Credits · 32 Days

COURSE OVERVIEW

This course equips learners with the skills to plan and allocate operational resources effectively for information collection activities. It covers the identification of resource requirements, scheduling, and monitoring to ensure efficient data gathering within organisational contexts.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	114507
Accreditation	SAQA Accredited · NQF Level 5 · 35 Credits
Duration	32 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse operational resource requirements for information collection projects.
- Develop a resource plan that aligns with organisational objectives and timelines.
- Implement resource allocation strategies to optimise data gathering processes.
- Monitor and adjust resource usage to address changes in project scope.
- Evaluate the effectiveness of resource planning in achieving collection targets.
- Demonstrate compliance with relevant policies and procedures during resource planning.

WHO SHOULD ATTEND

- This course is ideal for supervisors, team leaders, and managers responsible for planning and coordinating information collection projects in corporate, research, or administrative environments.

COURSE OUTLINE

Day 1: Introduction to Operational Resource Planning

- What is operational resource planning?
- Scope and importance of information collection.
- Overview of resources: human, financial, technological, and informational.
- Linking resource planning to strategic objectives.
- Key terminology and concepts.
- Introduction to the course structure and assessment criteria.

Day 2: Information Collection Frameworks and Standards

- Overview of information collection models (e.g., intelligence cycle).
- SAQA unit standard 114507 specifics.
- Ethical guidelines and legal compliance (POPIA, etc.).
- Data quality dimensions: accuracy, completeness, timeliness.
- Standard operating procedures for collection.
- Case study: applying frameworks in practice.

Day 3: Needs Assessment and Requirement Analysis

- Techniques for needs assessment (surveys, interviews, workshops).
- Identifying stakeholders and their information needs.
- Translating needs into specific requirements.
- Prioritisation methods (MoSCoW, ranking).
- Creating a requirements document.
- Practical exercise: conducting a mini needs assessment.

Day 4: Resource Identification and Categorisation

- Human resources: skills, expertise, availability.
- Financial resources: budgeting, cost estimation.
- Technological resources: tools, software, hardware.
- Informational resources: existing data, knowledge bases.
- Resource categorisation frameworks.
- Inventory management basics.
- Practical: create a resource inventory for a scenario.

Day 5: Budgeting and Cost Estimation for Collection Activities

- Cost estimation techniques (analogous, parametric, bottom-up).
- Budget components: personnel, equipment, travel, software.
- Creating a detailed budget plan.
- Cost control mechanisms.
- Budget approval processes.
- Practical exercise: develop a budget for a collection project.

Day 6: Human Resource Planning and Team Management

- Role definition: collectors, analysts, supervisors.
- Skills matrix and competency mapping.
- Recruitment and selection basics.
- Team structures (centralised, decentralised).

- Leadership styles and motivation.
- Conflict resolution and communication.
- Practical: create a staffing plan.

Day 7: Technology and Tools for Information Collection

- Survey tools (e.g., Google Forms, SurveyMonkey).
- Data collection software (e.g., ODK, KoboToolbox).
- Database management systems.
- Data security and privacy tools.
- Tool evaluation criteria.
- Integration with existing systems.
- Practical: compare two tools.

Day 8: Scheduling and Time Management

- Work breakdown structure (WBS) for collection.
- Gantt charts and critical path method.
- Resource levelling and smoothing.
- Time estimation techniques.
- Scheduling software (MS Project, Trello).
- Risk identification for schedule delays.
- Practical: create a Gantt chart.

Day 9: Risk Management in Resource Planning

- Risk categories: resource availability, budget, technology, human factors.
- Risk assessment matrix.
- Mitigation strategies (avoid, transfer, mitigate, accept).
- Contingency planning.
- Risk register creation.
- Practical: conduct a risk assessment for a scenario.

Day 10: Quality Assurance and Control in Information Collection

- Quality planning: defining criteria.
- QA vs QC: roles and differences.
- Data validation and verification techniques.
- Auditing collection processes.
- Corrective and preventive actions.
- Practical: design a quality checklist.

Day 11: Logistics and Operational Support

- Logistics planning: equipment, materials, consumables.
- Transportation and route planning.
- Accommodation and welfare.
- Safety protocols and emergency procedures.
- Inventory management for field supplies.
- Practical: develop a logistics plan.

Day 12: Stakeholder Communication and Reporting

- Stakeholder analysis (power/interest grid).
- Communication channels and frequency.

- Report templates: status, progress, final.
- Presentation skills for reporting.
- Handling feedback and changes.
- Practical: draft a progress report.

Day 13: Legal, Ethical, and Compliance Considerations

- POPIA and data protection laws.
- Informed consent and confidentiality.
- Ethical dilemmas in collection.
- Institutional review boards (IRBs).
- Compliance monitoring.
- Case studies: ethical breaches and lessons.

Day 14: Data Management and Storage Planning

- Data storage solutions (cloud, on-premise).
- Data security measures (encryption, access control).
- Backup and disaster recovery.
- Data retention policies.
- Metadata and documentation.
- Practical: create a data management plan.

Day 15: Resource Optimisation and Efficiency

- Lean thinking in resource planning.
- Eliminating waste: overcollection, duplication.
- Resource utilisation metrics.
- Continuous improvement techniques.
- Benchmarking best practices.
- Practical: conduct a resource audit.

Day 16: Integration of Resources with Collection Methods

- Collection methods: surveys, interviews, observations, secondary data.
- Resource requirements per method.
- Balancing quantitative and qualitative methods.
- Case study: resource allocation for a multi-method project.
- Practical: map resources to methods.

Day 17: Monitoring and Evaluation of Resource Plans

- Key performance indicators (KPIs) for resources.
- Monitoring tools and dashboards.
- Evaluation frameworks (e.g., logic model).
- Lessons learned documentation.
- Continuous improvement cycle.
- Practical: design a monitoring dashboard.

Day 18: Advanced Topics: Technology and Innovation

- AI and machine learning for collection.
- Mobile data collection advancements.
- Internet of Things (IoT) sensors.
- Big data analytics.

- Innovation adoption models.
- Practical: evaluate a new technology for a scenario.

Day 19: Case Studies and Best Practices

- Case studies from various sectors (government, NGO, private).
- Success factors and pitfalls.
- Best practice compilation.
- Group discussion and analysis.
- Practical: create a best practice checklist.

Day 20: Final Integration and Assessment Preparation

- Review of key concepts.
- Integration exercise: develop a full resource plan.
- Presentation and peer feedback.
- Assessment criteria overview.
- Q&A; session.
- Course evaluation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **35 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 96,800.00	R 96,800.00
1	In-House	R 125,900.00	R 125,900.00
1	On-Campus (Pretoria)	R 145,200.00	R 145,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	22 Sep 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	23 Sep 2026	On-Campus	Durban, South Africa
11 Aug 2026	23 Sep 2026	On-Campus	Mauritius
12 Aug 2026	24 Sep 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	25 Sep 2026	On-Campus	Dubai, UAE
14 Aug 2026	28 Sep 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	29 Sep 2026	On-Campus	Durban, South Africa
18 Aug 2026	30 Sep 2026	On-Campus	Shenzhen, China

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114507) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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