



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

Project Scope and Work Planning for Simple to Moderate Projects

Business, Commerce and Management Studies / Project Management

Unit Standard 243811 · NQF Level 5 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills to determine the work required to achieve project objectives and organise the scope for simple to moderately complex projects. Participants will learn to break down project deliverables, sequence activities, and develop a work breakdown structure that ensures project success.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	243811
Accreditation	SAQA Accredited · NQF Level 5 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse project objectives and scope to identify all required work packages and deliverables.
- Design a work breakdown structure (WBS) that organises project scope into manageable components.
- Apply techniques to sequence activities and estimate resources, durations, and costs.
- Demonstrate the ability to develop a project schedule and assign responsibilities.
- Evaluate the work plan against project objectives and constraints to ensure feasibility.
- Implement scope change control processes to manage adjustments during project execution.

WHO SHOULD ATTEND

- This course is ideal for project team members, aspiring project managers, and professionals who need to plan and manage small to medium projects within their organisations.

COURSE OUTLINE

Day 1: Foundations of Project Scope and Work Planning

- Introduction to project scope management.
- Project life cycle and phases.
- Defining simple vs moderate projects.
- Elements of a scope statement.
- Stakeholder identification and analysis.
- Scope creep and its impact.
- Overview of work breakdown structures (WBS).
- Case study: Scope definition for a small event.

Day 2: Developing Work Breakdown Structures and Work Plans

- Detailed WBS creation techniques.
- Task decomposition and work packages.
- Estimation methods: analogous, parametric, bottom-up.
- Sequencing activities and dependencies.
- Gantt chart fundamentals.
- Resource allocation and levelling.
- Practical exercise: Build a WBS for a moderate project.
- Introduction to project management software (e.g., MS Project).

Day 3: Scope Verification, Control, and Risk Planning

- Scope verification techniques and acceptance criteria.
- Scope control: managing changes and scope creep.
- Risk management process overview.
- Risk identification tools (SWOT, brainstorming).
- Qualitative and quantitative risk analysis.
- Risk response strategies (avoid, mitigate, transfer, accept).
- Integrating risk into the work plan.
- Change control board and documentation.

Day 4: Integration, Monitoring, and Practical Application

- Consolidating scope, WBS, schedule, and risk.
- Performance measurement baseline.
- Earned value management: planned value, earned value, actual cost.
- Variance analysis and forecasting.
- Progress reporting and communication.
- Lessons learned and project close-out.
- Final case study: Develop a complete project plan.
- Review and assessment.

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 **7 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 21,500.00	R 21,500.00
1	In-House	R 27,900.00	R 27,900.00
1	On-Campus (Pretoria)	R 32,300.00	R 32,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	07 Aug 2026	On-Campus	Mauritius
04 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	13 Aug 2026	On-Campus	Mauritius
10 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa

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 243811) 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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