



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

Establish Project Processes for Simple to Moderate Projects

Business, Commerce and Management Studies / Project Management

Unit Standard 243814 · NQF Level 5 · 14 Credits · 11 Days

COURSE OVERVIEW

This course equips learners with the practical skills to establish project processes for simple to moderately complex projects. Participants will learn to define project phases, develop process documentation, and align project activities with organisational standards, ensuring effective project initiation and planning.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	243814
Accreditation	SAQA Accredited · NQF Level 5 · 14 Credits
Duration	11 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply project management principles to define project scope, objectives, and deliverables for a simple to moderately complex project.
- Design a project process framework that includes key phases, milestones, and governance structures.
- Implement project initiation and planning processes in accordance with organisational policies and standards.
- Analyze project requirements to identify stakeholders, risks, and resource needs.
- Evaluate process effectiveness through review mechanisms and recommend improvements.
- Demonstrate the ability to document project processes and communicate them to relevant parties.

WHO SHOULD ATTEND

- Aspiring project managers, team leaders, and professionals responsible for initiating or planning projects of limited complexity.
- Suitable for those seeking a foundational understanding of project process establishment within a corporate environment.

COURSE OUTLINE

Day 1: Introduction to Project Management and Processes

- Overview of project management fundamentals
- Definition of simple to moderate projects
- Project life cycle and process groups
- Key knowledge areas (scope, time, cost, quality, etc.
- Importance of standardized processes
- Role and responsibilities of the project manager

Day 2: Project Initiation and Stakeholder Engagement

- Project charter development
- Stakeholder identification and analysis
- Stakeholder engagement strategies
- Project kick-off meetings
- Documenting project assumptions and constraints
- Obtaining project authorization

Day 3: Scope Planning and Management

- Scope planning inputs and outputs
- Writing a project scope statement
- Work breakdown structure (WBS) creation
- Scope baseline establishment
- Scope verification and control
- Change control process for scope

Day 4: Time and Schedule Management

- Activity definition and sequencing
- Dependency types (FS, SS, FF, SF
- Duration estimation techniques (analogous, parametric, three-point
- Resource estimation and leveling
- Schedule development with Gantt charts
- Schedule control and baseline management

Day 5: Cost Estimation and Budgeting

- Cost estimation methods (analogous, bottom-up, parametric
- Cost aggregation and budgeting
- Cost baseline and management reserve
- Funding limit reconciliation
- Earned value management (EVM) basics
- Cost control and variance analysis

Day 6: Quality Management and Communication Planning

- Quality planning tools (cost-benefit analysis, benchmarking
- Quality metrics and checklists
- Quality assurance vs. quality control
- Communication requirements analysis
- Communication technology and methods

- Communication plan template

Day 7: Risk Management Planning

- Risk identification techniques (brainstorming, checklists)
- Qualitative risk analysis (probability and impact matrix)
- Risk response planning (avoid, transfer, mitigate, accept)
- Risk register development
- Risk monitoring and control
- Contingency and fallback plans

Day 8: Resource and Procurement Management

- Resource identification and acquisition
- Resource management plan (roles, responsibilities, org chart)
- Procurement management plan
- Make-or-buy analysis
- Contract types (fixed price, cost-reimbursable)
- Vendor selection and contract administration

Day 9: Project Execution and Team Management

- Directing and managing project work
- Team development stages (forming, storming, norming, performing)
- Conflict resolution techniques
- Performance reporting and meetings
- Quality assurance and process improvement
- Managing stakeholder expectations

Day 10: Monitoring, Controlling, and Change Management

- Integrated change control process
- Variance analysis and trend analysis
- Performance measurement using EVM
- Schedule and cost control tools
- Quality control inspections
- Updating project documents and plans

Day 11: Project Closure and Lessons Learned

- Project closure checklist
- Deliverable acceptance and sign-off
- Lessons learned process and repository
- Final project report
- Contract closure and payment
- Team recognition and project handover

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 **14 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 40,300.00	R 40,300.00
1	In-House	R 52,400.00	R 52,400.00
1	On-Campus (Pretoria)	R 60,500.00	R 60,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	14 Aug 2026	On-Campus	Mauritius
03 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	18 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	19 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	20 Aug 2026	On-Campus	Mauritius
07 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	24 Aug 2026	On-Campus	Pretoria, 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 243814) 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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