



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 Information Systems Maintenance and Use

Business, Commerce and Management Studies / Project Management

Unit Standard 244554 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to effectively maintain and use project information systems, ensuring accurate data capture, storage, retrieval, and reporting. Participants will learn to apply system protocols, troubleshoot common issues, and support project decision-making through reliable information management.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	244554
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply procedures to maintain project information systems and ensure data integrity.
- Demonstrate the ability to capture, store, and retrieve project data accurately using designated systems.
- Analyze system outputs to identify discrepancies and implement corrective actions.
- Evaluate the effectiveness of information systems in supporting project objectives.
- Implement security measures to protect project information from unauthorized access or loss.
- Generate and interpret standard reports to support project decision-making.

WHO SHOULD ATTEND

- Project administrators, coordinators, and team members responsible for managing project information systems in any industry.
- Also suitable for individuals seeking formal recognition of their competence in maintaining project data.

COURSE OUTLINE

Day 1: Fundamentals of Project Information Systems Maintenance and Use

- Introduction to project information systems and their role in project management.
- Key components: databases, document management, scheduling tools, and reporting modules.
- Maintenance activities: data integrity checks, software updates, and security patches.
- Data backup and recovery procedures.
- User access management and permissions.
- Common system errors and troubleshooting techniques.
- Best practices for system performance monitoring.
- Documentation of maintenance logs and change requests.

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 **4 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	31 Jul 2026	On-Campus	Cape Town, South Africa
31 Jul 2026	31 Jul 2026	On-Campus	Accra, Ghana
03 Aug 2026	03 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	03 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	04 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Mauritius
06 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE

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 244554) 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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