



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 Document Preparation Skills

Business, Commerce and Management Studies / Project Management

Unit Standard 244565 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to prepare, structure, and manage project documents effectively. Participants will learn to draft clear project charters, scope statements, schedules, and risk registers that align with organisational standards. The focus is on producing documents that support project planning, execution, and control within a South African corporate context.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	244565
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply project document templates and organisational standards to create consistent documentation.
- Analyze project requirements to determine the appropriate documents needed for each phase.
- Draft a project charter and scope statement that clearly define project objectives and boundaries.
- Design a project schedule and risk register using industry-recognised formats.
- Evaluate completed documents for completeness, accuracy, and alignment with project goals.
- Implement version control and document management procedures to ensure traceability.

WHO SHOULD ATTEND

- Project administrators, coordinators, junior project managers, and team members who are responsible for creating or maintaining project documentation.
- It is also suitable for professionals transitioning into project management roles.

COURSE OUTLINE

Day 1: Foundations of Project Documentation

- Role of documentation in project management
- Overview of key project documents: scope statement, project charter, WBS, schedule, budget, risk register
- Principles of effective business writing: clarity, conciseness, accuracy
- Document structure: headings, numbering, tables, and appendices
- Version control and document naming conventions
- Introduction to templates and checklists

Day 2: Developing Core Project Documents

- Project charter: components and drafting guidelines
- Scope statement: defining deliverables and boundaries
- Work Breakdown Structure: decomposition techniques and numbering
- Schedule development: Gantt charts and milestones
- Resource planning: roles, responsibilities, and resource calendars
- Risk management plan: identification, assessment, and response strategies
- Communication plan: stakeholders, frequency, and channels

Day 3: Finalisation, Review, and Integration

- Quality assurance: peer review, consistency checks, and gap analysis
- Document integration: linking scope, schedule, budget, and risks
- Approval workflows: signatures, version finalisation, and distribution
- Presentation skills: summarising key points for stakeholders
- Document management systems and filing
- Practical exercise: complete a project documentation package

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	12 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 244565) 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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