



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

Activity Plan Implementation for Deadline Achievement

Business, Commerce and Management Studies / Marketing

Unit Standard 252200 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to implement activity plans effectively to meet agreed deadlines. Participants will learn to monitor progress, adjust plans as needed, and communicate updates to stakeholders, ensuring timely and successful project completion.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	252200
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

- Demonstrate understanding of the components of an activity plan and their role in meeting deadlines
- Implement activity plans by allocating resources and assigning tasks according to the plan
- Monitor progress against the activity plan and identify deviations
- Adjust activity plans in response to changes or obstacles to maintain deadline achievement
- Communicate progress and plan adjustments to relevant stakeholders
- Evaluate the effectiveness of the implemented activity plan against agreed deadlines

WHO SHOULD ATTEND

- This course is designed for team leaders, supervisors, and project coordinators who are responsible for executing activity plans and ensuring deadlines are met.

COURSE OUTLINE

Day 1: Foundations of Activity Planning and Implementation

- Introduction to activity planning and its role in deadline achievement.
- Components of an activity plan: scope, deliverables, resources, and timeframes.
- Work breakdown structure (WBS) and task decomposition.
- Sequencing activities and dependency mapping.
- Resource estimation and allocation basics.
- Introduction to scheduling tools (e.g., Gantt charts, spreadsheets).
- Roles and responsibilities in plan implementation.
- Communication strategies for team alignment.

Day 2: Advanced Scheduling, Risk Management, and Monitoring

- Critical path method (CPM) and float calculation.
- Risk identification, assessment, and mitigation planning.
- Setting key performance indicators (KPIs) for milestone tracking.
- Progress monitoring techniques: status reports, dashboards, check-ins.
- Change management and corrective action procedures.
- Time management strategies for teams and individuals.
- Software tools for tracking and reporting (e.g., MS Project, Trello).
- Case study: Analysing a delayed project and proposing recovery steps.

Day 3: Practical Integration and Final Implementation Simulation

- Group project: Develop a full activity plan for a given scenario (e.g., event, product launch).
- Implementation simulation with time pressure and unexpected changes.
- Peer review and feedback session on plans.
- Lessons learned and continuous improvement.
- Personal action planning for workplace application.
- Course wrap-up 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 **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	Dubai, UAE
03 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius

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 252200) 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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