

ASSESSMENT

Course participants will be required to submit small assignments, based on the course content, from time to time. There is also an open book, 4 hour evaluation at the end of the course. A certificate will be given after the completion of the course.

PASS RATE & CERTIFICATION

- The minimum pass rate for this short course is 50% and a compliance certificate will be awarded.
- Any delegate achieving between 45-49% will have the opportunity to re-write the exam.
- Those obtaining a mark of less than 45% will receive an attendance certificate provided the delegate has 70% class attendance.

COURSE CONTENT

Application of Project Management | Management Systems | Bar charts | Critical path analysis | Costs vs Time | Resource Levelling | Cash flow & return on investment | Project Control | Project Feasibility | Quality management | Risk Management | Computer application using Microsoft Project Software

COURSE ACCREDITATION

The Unit of Continuing Education confirms that the Project Management Short Learning Programme (SLP), presented in 2023 is registered according to the Nelson Mandela University SLP Policy.



Change the World

NELSON MANDELA
UNIVERSITY



COURSE ADMINISTRATOR

For further enquiries please contact:
Ms L Pienaar
(Secretary, Civil Engineering Department)
Nelson Mandela University, Summerstrand
Campus North, C205
T: (041) 504 3297
E: ppmslp@mandela.ac.za

mandela.ac.za

PPM SLP
Practical Project
Management
Short Learning Programme



PROGRAMME DETAILS

The Practical Project Management short learning programme aims to provide practical knowledge in project management. The course is offered over a 10 week period or a 1 week programme where the same content is covered. Course Code: CI01.

SCHEDULING

Duration: 1 week course

Dates: **6 - 10 November 2023 (Monday to Friday)**

Time: 08:30am – 16:00pm

Venue: Venue will be confirmed directly with applicants.

Duration: 10 week course

Dates: **6, 13, 20, 27 Sep; 4, 11, 18, 25 Oct; 1, 8 Nov 2023**
(every Wednesday evening)

Time: 17:30 – 20:00 every Wednesday evening

Venue: Venue will be confirmed directly with applicants.

COURSE FEE

Course fee includes: Notes; workbook; assessments; certification

- R4800 per delegate;
- R3800 for registered 2023 Mandela University students & staff

Payment to be made in full on application at least 2 weeks prior to the commencement of the course.

Deadlines for applications and payments:

- 23 October 2023 – for the 1 week course
- 30 August 2023 – for the 10 week course

NEW ONLINE APPLICATION PROCESS

Complete the **ONLINE APPLICATION** on <http://slp.mandela.ac.za/>.

A clear copy of your ID should be uploaded.

If choosing “I will pay”, please upload proof of payment;

If choosing “company will pay”, please ensure

- you have your HR representative’s contact details;
- the onus is on you to notify the HR Rep. of the short course
- HR Rep. must send (below info) to ppmslp@mandela.ac.za.

Should the company be responsible for payment of the account, a signed letter from an authorized person confirming the arrangements must be sent on a Company letterhead:

- Delegate/Learner’s full name/s and ID Number
- Company name and physical address
- VAT registration number
- Contact details of the person responsible for payment

Companies: Payment is due 30 days from date of invoice.

PAYMENTS

ANY OUTSTANDING FEES OWED TO NELSON MANDELA UNIVERSITY MUST BE SETTLED BEFORE APPLYING FOR THIS COURSE.

Direct Bank Deposits

NAME OF ACCOUNT: Nelson Mandela University

STANDARD BANK – Port Elizabeth

ACCOUNT NUMBER: 080263011

ACCOUNT TYPE: Current Account | Branch Code: 050417

REFERENCE: 3012 4120 + (your surname)

It is essential that you use the correct reference

Nelson Mandela University CASHIERS

Payments can be made at the cashier office between 08h00 – 16h00.

ADMISSION REQUIREMENTS

For most short learning programmes a Grade 12 certificate is required for registration.

CANCELLATION & REFUNDS

- Course fees are not refundable unless cancellation has been made at least seven days prior to course commencement.
- Practical Project Management
- Short Learning Programme
- A 30% admin/cancellation fee is levied.
- If the course is fully booked or cancelled by the Nelson Mandela University, a full refund of fees will be made.

TARGET PARTICIPANTS

Since the content is generic and practical in nature, anyone involved in the management and development of projects will derive benefit from this course. The course has specific advantages for members of the Construction, Manufacturing and Production industries.

International delegates on a work permit, need to get an endorsement from home affairs to study and they need to present their documents to International office for a clearance letter. (Current Nelson Mandela University International students doing the SLP would have already gone through the process). This should be done 1 month prior to the commencement of the SLP.

RESPONSIBILITY OF DELEGATES

Special Needs - Please inform us of any disabilities to determine whether it is able to make special arrangements to accommodate persons with disabilities.

Attendance - Where a delegate fails to notify the relevant course administrator of his/her absence from the course within the required timeframe, the delegate/sponsoring company will be held liable for the fees.

Communication - The primary method of communication will be done through email (ppmslp@mandela.ac.za), alternatively the course administrator can be contacted on 0415043297. It is the responsibility of the delegate to effectively communicate with the administrator about any changes, arrangements or queries.