

## National Certificate: Project Management

SAQA ID: 58395

NQF Level: 5

Credits: 120

The purpose of this qualification is to address the project and general threshold competencies required to manage simple to moderately complex projects. A project manager operating at NQF Level 5 may act as a full-time manager or be involved in the product design and development work as well as the project management work.

### Qualification Unit Standards

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
1	243811	Determine the work required to accomplish the objectives and organise the scope of a simple to moderately complex project	5	7	<ul style="list-style-type: none"> <li>Refine the project scope statement.</li> <li>Determine the approach for decomposing the work of the project.</li> <li>Decompose the work of the project into components to the required level of detail.</li> </ul>
2	243813	Develop a project cost management plan for a simple to moderately complex project	5	12	<ul style="list-style-type: none"> <li>Demonstrate an understanding of cost management planning processes and techniques.</li> <li>Develop cost estimates for a simple to moderately complex project.</li> <li>Develop the project cost baseline.</li> <li>Consolidate information and agree cost management plan.</li> </ul>
3	243824	Develop an integrated Project Management plan for a simple to moderately complex project	5	8	<ul style="list-style-type: none"> <li>Refine the project organisational structure, profiles, roles and responsibilities.</li> <li>Determine the integrated change control procedures.</li> <li>Produce the integrate project management plan document.</li> <li>Obtain approval for the integrated project management plan.</li> </ul>

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4	243820	Develop an optimised work and resource schedule for a simple to moderately complex project	5	12	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of scheduling tools and techniques.</li> <li>• Produce an initial work schedule.</li> <li>• Identify and estimate resources for each activity.</li> <li>• Optimise the work and resource schedule.</li> </ul> Compile the schedule, resource management plans.
5	243980	Manage risks on a simple to moderately complex project	5	6	<ul style="list-style-type: none"> <li>• Demonstrating an understanding of project risk management.</li> <li>• Identifying and analysing the risks on a project.</li> <li>• Developing a risk management plan for a project.</li> <li>• Monitoring, evaluating and responding to risk events.</li> </ul>
6	243815	Manage stakeholder relations on a project	5	12	<ul style="list-style-type: none"> <li>• Identify key stakeholders of the project.</li> <li>• Compile a stakeholder relationship management plan.</li> <li>• Implement the stakeholder relationship management plan.</li> <li>• Evaluate the effectiveness of key stakeholders' involvement in the project.</li> </ul>
7	243812	Monitor and control the execution of the project management plan for a simple to moderately complex project	5	12	<ul style="list-style-type: none"> <li>• Monitor and control the performance of the project.</li> <li>• Manage project baselines through integrated change control.</li> <li>• Manage and resolve issues and new risks.</li> <li>• Manage the development of the products of the project.</li> </ul>
8	115823	Gather and manage information for decision-making	5	5	<ul style="list-style-type: none"> <li>• Establishing an information-gathering team</li> <li>• Identifying information required</li> <li>• Gathering and recording information</li> <li>• Reporting on information gathered</li> <li>• Developing a feedback system</li> </ul>
9	243814	Establish a project or project phase and its processes for a simple to moderately complex project	5	14	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the project and the project management procedures.</li> <li>• Acquire and induct project team members.</li> <li>• Acquire &amp; allocate 'non-people' resources for the project.</li> <li>• Establish physical and virtual workplace environment.</li> <li>• Develop project procedures, standards and templates.</li> </ul>

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10	115790	Write and present for a wide range of purposes, audiences and contexts	5	5	<ul style="list-style-type: none"> <li>• Use writing skills for specific purposes, audiences and contexts.</li> <li>• Access, process, re-organise, and synthesise information in order to present it.</li> <li>• Use appropriate language conventions, textual features and style for specific workplace purposes.</li> <li>• Draft and edit texts.</li> </ul>
9	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	5	5	<ul style="list-style-type: none"> <li>• Interact critically and purposefully as a listener and/or speaker in oral communication</li> <li>• Analyse and critically evaluate oral interactions and presentations</li> <li>• Use strategies for listening and speaking in sustained oral interactions</li> <li>• Analyse and evaluate responses to spoken texts critically and adjust own as required.</li> </ul>
11	119350	Apply accounting principles and procedures in the preparation of reports and decision making	5	15	<ul style="list-style-type: none"> <li>• Demonstrating an understanding of accounting principles and reporting requirements and nature of functions in the public sector</li> <li>• Using accounting techniques and approaches to process financial information</li> <li>• Applying end of period accounting procedures in the preparation of financial statements</li> <li>• Applying procedures necessary for control over cash transactions and balances</li> <li>• Utilising procedures for reporting and recording accounts receivables</li> <li>• Utilising procedures for recording and reporting on liabilities in the public sector</li> </ul>
12	243819	Coordinate the closure of a simple to moderately complex project	5	8	<ul style="list-style-type: none"> <li>• Verify and validate that the products of the project are ready for handover.</li> <li>• Hand over the products of the project</li> <li>• Close project administration, client agreements and release project resources.</li> <li>• Participate in conducting the project performance review.</li> <li>• Communicate project closure to all stakeholders.</li> </ul>

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
14	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	5	8	<ul style="list-style-type: none"> <li>• Explaining the core ethical values and standards which apply to the public sector.</li> <li>• Outlining ethical values and standards contained in legislation and codes which have relevance to the conduct of employees in the public sector.</li> <li>• Describing areas of ethical conflict for public sector employees.</li> <li>• Explaining the importance of ethical values and standards in relation to the public sector workplace.</li> <li>• Discussing the relevance of established professional ethics and codes of conduct in public sector administration.</li> </ul>