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The Chair in Construction Engineering and Management

SHORT COURSE

PROJECT MANAGEMENT

FOR ENGINEERS, MANAGERS AND BUSINESS EXECUTIVES
(2 CPD POINTS)

3 -7 April 2017

A short course in Project Management will be presented at the Chair in Construction Engineering and Management of the Department of Civil Engineering at Stellenbosch University.

Industry participants are invited to attend the course for 2 CPD points (3-7 April February 2017).

The Chair aims to develop management practices for managers at all levels and in all spheres of the built environment, be it from the side of the client, designer, contractor or user. With the global shift towards project-based organisations, project management has become an essential business skill for all successful professional engineers, engineering managers and business executives. Project Management is no longer reserved only for the professional project engineer or managers of large and complex projects. Today, project management skills are used by business and services professionals across the board to get tasks done and projects completed on time and within budgets. Furthermore, project management skills are not exclusively useful for large projects and high level project managers: the basics of project management can be applied to projects of all shapes and sizes and can totally revolutionise current working practices.

Registered students are assessed on attendance plus a practical project case study to evaluate competency.

Industry participants can earn CPD points from ECSA (2) and from SACPCMP for attendance only. Industry participants will be issued with a Certificate of Attendance.

Short Course Content:

- Project identification and project portfolios
- Defining the project environment
- Defining required project manager skills
- Project management organisations
- The project charter (master plan & action plan)
- Work breakdown structures
- Task relationships
- Project scheduling
- Resource allocation
- Project costing and budgeting
- Time-cost trade-offs
- Project risk identification and management
- Creating a winning proposal
- Contracts and procurement management
- Project monitoring and quality control
- Change control & configuration management
- Team leadership and conflict management
- Task prioritising
- Time management
- Effective project closure and termination
- Aspects of agile/lean project management

After covering the theory, the participants will be given hands-on experience in the use of Microsoft® Project 2013 during a computer tutorial using real life examples. Throughout the whole short course, ample time will be allowed for discussions and participation using practical exercises.



It is expected that the short course participants will be able to use computer software like Microsoft® Windows and Office with reasonable ease. Basic principles of project management should be an advantage.

Short Course Outcomes

After completing this short course, the participant will be able to:

- Structure a new project within the appropriate organisation type and project manager profile.
- Plan the project using budget and WBS structures and incorporating risk management.
- Schedule the project with reference to time, resources and cost, using CPM and PERT techniques.
- Do time-cost trade-offs in order to “crash” a project.
- Prepare a winning project proposal.
- Use the correct contract type to procure project resources.
- Control the project with techniques like Earned Value Analysis and Critical Ratios.
- Prioritise activities within a project and effectively plan and manage own time.
- Use Microsoft Project© to execute the full project.

PROJECT MANAGEMENT

Course Information

The number of student participants is limited to 30, so please register early.

Closing date for registration: 24 March 2017

Date	Monday 3 April 2017- Friday 7 April 2017 (5 days) Registration : 08:00 – 08:30 on 3 April 2017 The practical case study must be completed within 6 weeks after completion of the contact lectures (for registered students only)
Time	From 08:30 to 13:00 Monday to Friday with morning tea/coffee
Place	Room S202, Civil Engineering Building, University of Stellenbosch Faculty of Engineering, Building for Civil (and Electronic & Electrical) Engineering, access from Hammanshand Road via Joubert Street or from Banhoek Street, Stellenbosch (Route map available on request)
Course Fee	R 400/ MEng Structured Student – Postgrad module no. 51373-812(734) R 400/ MEng Research Student R6 000/ industry delegate – Successful participants will receive a Certificate of Attendance. Course Fee includes morning tea/coffee and course notes <i>(Transport & Accommodation: Own arrangement) (Info available upon request)</i>
Postal Address	Department of Civil Engineering, c/o H Bosman (S478), University of Stellenbosch, Private Bag X1, Matieland 7602
Website	http://civeng.sun.ac.za
Enquiries	Prof CJ (Neels) Fourie Tel: 021 808 4237, Fax: 0865815756, cjf@sun.ac.za Ms Mahsa Tabesh Tel: 021 808 4364, Fax: 0865815756, mahsa@sun.ac.za



REGISTRATION FORM

COURSE: **PROJECT MANAGEMENT**

Monday 3 – 7 April 2017 (5 days)

TO REGISTER: Kindly complete this registration form and return to the Department of Civil Engineering.

Scan and e-mail to: mahsa@sun.ac.za
or

Fax to: 086 5815756

Alternatively mail to:
Department of Civil Engineering
c/o H Bosman (S478)
University of Stellenbosch
Private Bag X1
MATIELAND 7602

Attention: Mahsa Tabesh

- Upon receipt of a signed registration form, an invoice will be issued for the relevant course fee and faxed to the participant.
- The course fee may be paid electronically or by direct bank deposit (banking details are provided on invoice).
- Please state invoice and debtor's number when making payment.
- Forward proof of payment.
- Please make cheques payable to the **University of Stellenbosch**.

COURSE FEE: **The number of student participants is limited to 30, so please register early.**

R 400.00 / MEng Structured/ Research students (Including morning tea/coffee and course notes)
R6 000.00 / Industry delegate (Including morning tea/coffee and course notes)

CLOSING DATE FOR REGISTRATIONS: **FRIDAY, 24 MARCH 2017** (10% penalty for late registration)

CANCELLATIONS: Written cancellations will be accepted with a 12% admin fee penalty if received no later than 4 working days prior to commencement of the course. Thereafter a cancellation fee of 25% of the applicable fee will be payable by the participant.

ENQUIRIES: Mahsa Tabesh, Tel: (021) 808 4364, E-mail: mahsa@sun.ac.za

PERSONAL DETAILS									
Title:	Surname:	Full Name:				ID:			
Qualification	Highest	Year achieved	Institution			Field			
Tel:					Fax:				
Cell:					Email:				
COMPANY DETAILS									
Company Name:									
Postal Address:					Office Address:				
ATTENDANCE & PAYMENT DETAILS: For non-degree purposes (Draw a line through the options which do not apply)									
Attendance of full course including morning tea/coffee and course notes:					R 400/student		R6 000/industry delegate		
In whose name should the invoice be issued:					Company		Attendant		
Please specify any special dietary requirements:									
ATTENDANCE & PAYMENT DETAILS: For module purposes (Registered Postgraduate Students only)(Block 1 & 2)									
Student Number		Postgraduate Programme		Dept.		Block 1		Block 2	

I have read and I agree to the conditions of registration as stipulated above.

Signature: _____

Date: _____

