



ONLINE  
COURSE

# PROJECT MANAGEMENT

BROCHURE

Learn about the principles that have been used to create enormous successes in large projects.

The Project Management eCourse will give you an overview of the entire project management process, as well as key project management tools that you can use every day. You will also learn how to:

- Repeat basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project.
- Create project planning documents, such as a schedule, risk management plan, and communication plan.
- Define projects, project management, and project managers.
- Create key project documents, including the statement of work, project planning worksheet, and project charter.



#### DURATION

4 weeks online access



#### STUDY TIME

8-9 hours study time



#### ACCREDITATION

Internationally  
Accredited with IACET



#### CONTINUING EDUCATION

UNITS (CEU'S)  
0.9 CEU's



The  
**Leadership**  
CENTRE  
DEVELOPING TOMORROW'S LEADERS

In the past few decades, organisations have discovered the principles used to create enormous successes in large projects can be applied to projects of any size. As a result, many employees are expected to understand project management techniques and how to apply them to projects.

The Project Management eCourse will give you an overview of the entire project management process, as well as key project management tools that you can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organisation.

## eCOURSE INCLUDES

- 4 Weeks Online Access.
- Project Management Book per phase.
- Project Management Templates and Exercises.
- Quick Reference Sheet.
- Online Exam.
- International Certification.

## KEY OUTCOMES

On completion of this eCourse, you will be able to...

- Define projects, project management, and project managers.
- Identify the importance of the PMBOK and PMI.
- Identify the five process groups and nine knowledge areas as defined by the PMI.
- Create a project needs assessment and write goals, requirements, and deliverables.
- Create key project documents, including the statement of work, project planning worksheet, and project charter.
- Create project planning documents, such as a schedule, risk management plan, and communication plan.
- Repeat basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project.

## CERTIFICATION

You are required to complete an online multiple choice exam with a pass mark of at least 80%.

## ACCREDITATION

Internationally Accredited through IACET.



## TECHNICAL REQUIREMENTS (COMPUTER)

- A computer with Microsoft Windows operating system (98, NT, 2000, XP, Vista, or Windows 7) or Mac OS X (10.5 Leopard or higher).
- A computer with Microsoft Office 2000 or higher.
- A high speed internet connection and a web browser (Firefox is highly recommended as there are incompatibility issues with Internet Explorer).
- Adobe Reader (free software).

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## GET IN TOUCH

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Should you have any queries, please contact us at The Leadership Centre.

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## HAPPY LEARNING

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The Leadership Centre Team

