



South African Institute of Building Design

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WORKSHOP ON PROJECT MANAGEMENT

A THREE day seminar which is a must for all Architectural Professionals.

Date: Thursday, Friday and Saturday (2nd, 3rd and 4th February 2017)

Time: 8:00am to 4:00pm

HEREWITH CONTENT BREAKDOWN OVER 3 DAYS:

DAY 1

MODULE 1

Introduction to Project Management

Module Outline

Historical development
Definition and characteristics of a project
Project objectives
The Project Management Method

MODULE 3

Planning the Plan

Module Outline

Structuring a Project Methodology
Outlining the Project Plan

MODULE 5

Scope Planning

Module Outline

Project Initiation
Scope Planning
Scope Definition

MODULE 2

Introduction to Project Planning

Module Outline

Introduction
Project Planning in perspective
Planning Theory
The Planning Cycle

MODULE 4

Project Feasibility

Module Outline

Introduction
Project Technical Feasibility
Project Financial Feasibility

DAY 2

MODULE 6

Quality Planning

Module Outline

Definition and Characteristics of Quality
Quality Management Systems
Quality Program Development
Quality Costs

MODULE 8

Time Planning

Module Outline

Network Planning Methods
The Interactive Nature of Network Planning

MODULE 10

Project Risk Management

Module Outline

Project Risk
Risk Classification
Decision Tree Analysis

MODULE 7

Cost Estimating

Module Outline

Estimating Methodology
Estimating Project Costs

MODULE 9

Project Procurement

Module Outline

Procurement in specific industries
Procurement Functions
The Procurement Cycle
Concepts in the Procurement process

DAY 3

MODULE 11

Manage Change

Module Outline

Reasons for resistance to change
Principles for managing change
Change actions during the project life cycle

MODULE 12

Project Organization

Module Outline

The Matrix System
Matrix Conflict Management
Alternative Management Structures

MODULE 13

Project Communications

Module Outline

The Communication Process
Barriers to effective communication
Project Communications

MODULE 14

Project Time and Cost Control

Module Outline

Control Functions
The Cost Control Cycle
Expenditure / commitment cash flows
Earned Value Concept
Cost codes

MODULE 15

Group Dynamics in Projects

Module Outline

Motivation Theories
Teamwork
Management Styles

MODULE 16

Closing the Project

INVESTMENT:

Cost : R3200 – on/before 27 January 2017
: R3000 – SAIBD Members, on/before 27 January 2017
: R3500 – late registration (after 27 January 2017) including SAIBD members.

Please note that SAIBD is offering a 3 month payment option for this course with a deposit of R1000 and the balance to be paid over 3 months.

RSVP: Rehana – 031 202 4726 (Monday to Friday, 8am to 1pm), Fax: 086 509 9877, email: saibd@iburst.co.za.

BANK DETAILS: SAIBD, STANDARD BANK, ACC. NO. 051406500, DBN NORTH CODE: 042 826. CONFIRMATION OF PAYMENT TO BE EMAILED OR FAXED PRIOR TO WORKSHOP. PLEASE INCLUDE YOUR DETAILS.

***REFERENCE: 'SACAP REGISTRATION NO. TO BE USED'
BOOK EARLY TO AVOID DISAPPOINTMENT!***