

# SHORT COURSE: APPLIED PROJECT MANAGEMENT

MILPARK  
BUSINESS SCHOOL

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QUALIFICATION:  
SHORT COURSE:  
APPLIED PROJECT  
MANAGEMENT  
APMA01-OS

MODE OF DELIVERY:  
Online



DEVELOPING ETHICAL LEADERS FOR THE COMMON GOOD.

## DESCRIPTION AND PROGRAMME PURPOSE

Given the pressures for competitiveness and sustainability which many organisations face today, it is no longer adequate for project managers to be competent only in the use of relevant tools and techniques. They, as well as senior managers and business executives, are expected to fully grasp the ways in which project management competencies can be used to leverage the implementation of corporate strategy.

This six-week course, designed around the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBok), will equip the participant with the intermediate to advanced level knowledge required to meaningfully contribute to the conceptualisation, planning, execution, monitoring and evaluation of project performance, within the context of any corporate strategy. The course assumes background knowledge of the basic concepts and processes of project management and therefore focuses on their applications and the conceptualisation of innovative solutions to the challenges that face organisations. It is designed to promote continuous professional development (CPD) as well as meet the content requirements for PMI's professional examinations, notably CAPM™ and PMPT™.

This short course in Applied Project Management is right for you if you have one or more of the training or career needs below:

- I need to enhance my project planning, execution, control and leadership competencies to levels needed for large projects with higher levels of complexities.
- I am a senior manager and need to develop my capacity for selecting and approving projects.
- I am seeking a more practical understanding of how to deliver strategic business value through projects.
- I am seeking a course that is rooted in sound academic practices and also delivers on the needs of the practitioner.
- I need to prepare myself for the role of project sponsor with responsibility for company-wide project delivery.
- I am a project management professional and want to earn continuous professional development points.

## PROGRAMME OUTCOMES

On completion of this course, the qualifying candidate will be able to:

- Analyse the vision, mission and values of any organisation with a view to determining what the company can do to gain sustainable competitive advantage.

TOMORROW IS BEAUTIFUL

- Develop a statement of requirements for the organisation.
- Develop a credible business case; evaluate and rank competing business cases.
- Conduct a project feasibility and compile a feasibility report.
- Design and plan a project.
- Create, format and track a project plan using MS Project.
- Execute a project, while monitoring progress and controlling the project environment.
- Prepare documents for project close-out, commissioning and handover.

## PROGRAMME STRUCTURE

The following key topics are covered in the course:

- Delivering business benefits through projects
- Project feasibility, definition and selection
- Introduction to project management application software
- Executing the project
- Project control and evaluation
- Project commissioning and handover.

## MODULE DESCRIPTIONS

Online Short Course: Applied Project Management APMA01-OS.

## ADMISSION REQUIREMENTS

You must have completed a "Fundamentals of Project Management" course or equivalent course. Literacy and numeracy at NQF Level 4 or equivalent is recommended.

Software requirement: You must have access to MS Project.

### English proficiency

Foreign applicants whose first language is not English are required to provide proof of proficiency in English prior to admission to the qualification. Foreign students who do not hold a South African matric certificate must present a matric verification from the South African Matriculation Board on application.

## ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials direct students to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

### Minimum system requirements

1. Reliable internet connection with continuous access

2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. MS Project
6. Ability to scan and upload documents
7. Email/cellphone for notification and communication
8. Access to Microsoft 365 using Milpark student credentials.

## STUDENT SUPPORT

### Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit to the time a student has to access a book. With Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

### Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

## ASSESSMENT

An integrated approach to assessment is applied. The practical nature of the course is emphasised in all assessments.

The following are examples of assessments/activities that you could be exposed to during your course:

- Online quiz or online test.
- Individual and/or group assignments with open-ended questions.
- Online discussion forums with other students and your course lecturer.
- Watching videos and summarising the main points.
- Reading and engaging with study material, articles or information on websites.
- Researching a specific topic and summarising your findings.

The exact structure of your assessments will be communicated to you in a detailed assessment plan when the course commences. A minimum final mark of 50% will be required in order to complete the course successfully.

## **DURATION**

This course will run over a period of six weeks, running from Tuesday to Monday every week.

## **CERTIFICATION**

A short course certificate of completion will be issued provided that you meet the minimum requirements for certification for this specific course.

## **FURTHER STUDIES**

Students who have successfully completed this short course certificate may articulate onto other short courses. Students may at any time apply for admission to any of Milpark's further or higher education qualifications, where they may be admitted, subject to the admission requirements of each qualification.

## **FURTHER INFORMATION**

For client-specific queries, please contact:  
[corptraining@milpark.ac.za](mailto:corptraining@milpark.ac.za)

## **DISCLAIMER**

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the course content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.