

INTRODUCTORY PROJECT MANAGEMENT
SUMMATIVE ASSESSMENTS

Module #	331301000-KM-11
NQF Level	L04
Notional hours	20
Credit(s)	Cr2
Development Quality Partner	Quality Council for Trades and Occupations (QCTO)
Occupation Specialisation	or 331301000; Bookkeeper
Associated Occupation	Bookkeeper

Name	
Contact Address	
Telephone (H)	
Telephone (W)	
Facsimile	
Cellular	
E-mail	

Note to the learner

This Learner Guide provides a comprehensive overview of the module. It is designed to improve the skills and knowledge of learners, and thus enabling them to effectively and efficiently complete specific tasks.

Purpose:

The main focus of the learning in this knowledge module is to build an understanding of the key elements of the project management lifecycle and covers: planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.

Topic elements to be covered include:

- ✓ KM-11-KT01: Project management and the operating environment (10%)
- ✓ KM-11-KT02: Project life cycle (10%)
- ✓ KM-11-KT03: Management structures by which projects operate (10%)
- ✓ KM-11-KT04: Project management planning (10%)
- ✓ KM-11-KT05: Scope management (10%)
- ✓ KM-11-KT06: Scheduling and resource management (10%)
- ✓ KM-11-KT07: Risk management and issue management (10%)
- ✓ KM-11-KT08: Project quality management (10%)
- ✓ KM-11-KT09: Communication (10%)
- ✓ KM-11-KT10: Leadership and teamwork (10%)

Exemptions

None

Entry Requirements:

A NQF Level 4 qualification with Mathematical Literacy and Communication in English.

Provider Accreditation Requirements for the Knowledge Module

Physical Requirements:

- ✓ The provider must have lesson plans and structured learning material or provide learners with
- ✓ Access to structured learning material that addresses all the topics in all the knowledge modules.

In addition the following must be provided:

- ✓ A computer with the necessary software per student in class
- ✓ Printers
- ✓ Access to internet facilities
- ✓ Distance and e-learning modalities available to learners

Provider Accreditation Requirements for the Knowledge Module

Human Resource Requirements:

- ✓ Lecturer/learner ratio of 1:20 (Max)
- ✓ Lecturers need to be qualified at a Level 6 or higher in the relevant field or have at least 5 years relevant experience in Computerised Financial Systems.
- ✓ It would be advantageous if lecturers are registered with a relevant accounting Professional Body for Continuous Professional Development purposes
- ✓ Assessor and Moderator have professional recognition in the Computerised Financial Systems field of expertise and approved by the relevant AQP

Provider Accreditation Requirements for the Knowledge Module

Legal Requirements:

- ✓ Legally compliant venue, (i.e. Fire protection services, OHS and other legislation)
- ✓ Code of Conduct
- ✓ Approved and accredited by the relevant AQP as per QCTO requirements

Venue, Date and Time:

Consult your facilitator should there be any changes to the venue, date and/or time.

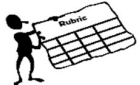
Refer to your timetable.

Assessments:

The only way to establish whether you are competent and have accomplished the learning outcomes is through continuous assessments. This assessment process involves interpreting evidence about your ability to perform certain tasks. You will be required to perform certain procedures and tasks during the training programme and will be assessed on them to certify your competence.

This module includes assessments in the form of self-evaluations/activities and exercises. The exercises, activities and self-assessments will be done in pairs, groups or on your own. These exercises/activities or self-assessments (Learner workbook) must be handed to the facilitator. It will be added to your portfolio of evidence, which will be proof signed by your facilitator that you have successfully performed these tasks.

Listen carefully to the instructions of the facilitator and do the given activities in the time given to you.

 Books	This icon means that other books are available for further information on a particular topic/subject.
 References	This icon refers to any examples, handouts, checklists, etc...
 Important	This icon represents important information related to a specific topic or section of the guide.
 Activities	This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.
 Exercises	This icon represents any exercise to be completed on a specific topic at home by you or in a group.
 Tasks/Projects	An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.
 Workplace Activities	An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace
 Tips	This icon indicates practical tips you can adopt in the future.
 Notes	This icon represents important notes you must remember as part of the learning process.

Project Management IAC Assessment

IAC0101

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0102

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0103

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0104

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0105

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0106

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0201

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0202

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0203

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0204

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0205

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0206

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0301

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0302

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0303

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0304

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0305

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0306

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0401

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0402

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0403

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0404

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0405

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0406

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0501

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0502

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0503

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0504

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0505

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0506

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0601

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0602

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0603

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0604

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0605

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0606

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0701

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0702

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0703

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0704

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0705

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0706

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0801

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0802

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0803

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0804

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0805

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0806

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0901

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0902

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0903

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0904

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0905

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC0906

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC1001

List key principles of project management

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC1002

Identify important resources of the project plan and their role

Marks: 5

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC1003

Identify and discuss project risks

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC1004

Understand the relationship between duration, work and resource

Marks: 6

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC1005

Understand the terms fixed cost, variable cost

Marks: 4

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

IAC1006

Create and schedule tasks and add project constraints and deadlines

Marks: 8

Provide a detailed response demonstrating your knowledge and application in relation to the above outcome.

TOTAL MARKS

Total Marks for Assessment: 340