

NQF Level 6 | QCTO



Project Management Facilitator

Project Management for Non-Project Managers

Project Management for Non-Project Managers. Equip yourself with essential knowledge, skills, and practical tools required to effectively contribute to and support projects within your organisation.

60
Credits

6
Months

NQF 6
Level



Programme Overview

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This Occupational Skills Programme is designed to equip participants with the essential knowledge, skills, and practical tools required to effectively contribute to and support projects within their organisations. The programme is aimed at individuals who are involved in projects but do not hold formal project management roles.

Participants will gain a solid understanding of project management principles, methodologies, and best practices, enabling them to plan, coordinate, monitor, and support project activities more effectively. The programme focuses on practical application and real-world scenarios to ensure learners can immediately apply their skills in the workplace.

Learning Outcomes

Upon successful completion of the programme, participants will be able to:

-  Understand the fundamentals of project management
-  Define project goals, scope, and deliverables
-  Apply project planning and scheduling techniques
-  Manage project risks and stakeholder expectations
-  Monitor project progress and performance
-  Communicate effectively within project teams
-  Support project implementation and reporting processes
-  Contribute to the successful delivery of projects within their organisations

Core Modules

MODULE 1

Introduction to Project Management & Frameworks

Topic 1: Introduction to the Discipline

- Career opportunities in project management
- The skills development landscape for project managers
- The structure and focus of this qualification
- The structure of learning and delivery of the project manager qualification
- The final certification process of a project manager

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Topic 2: Project Management Framework

- Initiating workflows
- Planning workflows
- Executing workflows
- Monitoring and controlling workflows

Topic 3: Business Ethics, Tenders and Procurement

- Codes of conduct
- Values and ethics
- Consumer rights and protection
- Client services
- Supplier relations, tenders and procurement
- Managing stakeholder expectations

MODULE 2

Project Scope Management

Topic 1: Project Scope Management Planning

- Scope management planning concepts and flow of data
- The importance and benefits of scope management planning
- Scope management planning source documents
- Scope management planning tools and techniques
- Outputs of project scope management planning

Topic 2: Scope Management Requirements and Needs

- Concepts related to requirements for effective scope management
- The importance of defining requirements and needs
- Input documents to establish requirements and needs
- Tools and techniques to collect and refine requirements
- Requirements traceability matrix

Topic 3: Define Scope

- Project scope concepts and flow of data
- Importance and benefits of defining the project scope
- Input documents used to define the project scope
- Tools and techniques used to define the project scope
- Project scope statements

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Topic 4: Work Breakdown Structures (WBS)

- Project work breakdown concepts and flow of data
- Importance and benefits of a work breakdown structure
- Input documents to develop a work breakdown structure
- Tools and techniques to create a work breakdown structure
- Scope baseline parameters and WBS dictionary

Topic 5: Validate Scope

- Scope validation concepts and flow of data
- Importance and benefits of validating the project scope
- Input documents to validate project scope
- Tools and techniques to validate project scope
- Scope validation reports and outputs

Topic 6: Control Scope

- Scope control concepts and flow of data
- Importance and benefits of controlling the project scope
- Input documents to control the project scope
- Tools and techniques to control the project scope
- Scope control reports and outputs

MODULE 3

Project Time Management & Scheduling

Topic 1: Plan Schedule Management

- Schedule management planning concepts and flow of data
- The importance and benefits of schedule management planning
- Schedule management planning source documents
- Schedule management planning tools and techniques
- The schedule management plan

Topic 2: Define Schedule Activities

- Defining schedule activity concepts and flow of data
- The importance and benefits of defining schedule activity

- Input documents to define schedule activities
- Tools and techniques to collect and refine requirements
- Activity list builds

Topic 3: Sequence Activities

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- Activity sequencing concepts and flow of data
- The importance and benefits of sequencing activities
- Input documents to sequence activities
- Precedence diagramming and dependency determination
- Leads and lags application and outputs

Topic 4: Estimate Activity Resources

- Activity resource estimation concepts and flow of data
- The importance and benefits of estimation of activity resources
- Input documents to estimate activity resources
- Tools and techniques to estimate activity resources
- Activity estimation outputs

Topic 5: Estimate Activity Duration

- Activity duration estimation concepts and flow of data
- The importance and benefits of estimation of activity duration
- Input documents to estimate activity duration
- Tools and techniques to estimate activity duration
- Activity duration estimation reports and outputs

Topic 6: Develop Schedule

- Scheduling concepts and flow of data
- The importance and benefits of scheduling
- Input documents to develop a project schedule
- Tools and techniques to develop project schedule
- Scheduling reports and outputs

Topic 7: Control Schedule

- Schedule control concepts and flow of data
- The importance and benefits of schedule control
- Input documents to control a project schedule
- Tools and techniques to control project schedule
- Schedule control reports and outputs

Project Cost Management

Topic 1: Plan Cost Management

- Project cost management planning concepts and flow of data
- The importance and benefits of cost management planning
- Input documents to plan the project cost
- Cost management planning tools and techniques
- Cost management plan

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Topic 2: Estimate Costs

- Project cost estimation concepts and flow of data
- The importance and benefits of cost estimation
- Input documents to estimate the project cost
- Cost estimation tools and techniques
- Cost estimation reports and outputs

Topic 3: Project Budgeting Concepts

- Project budgeting concepts and flow of data
- The importance and benefits of budgeting
- Input documents to develop project budgets
- Project budgeting tools and techniques
- Project budgeting reports and outputs

Topic 4: Control Costs

- Project cost control concepts and flow of data
- The importance and benefits of the control of project costs
- Cost control source documents and tracking frameworks
- Tools and techniques to perform project cost control metrics
- Cost control documents and performance corrective adjustments

MODULE 5

Project Quality Management

Topic 1: Plan Quality Management

- Project quality management planning concepts and flow of data
- The importance and benefits of quality management planning
- Input documents to plan the project quality
- Quality management planning tools and techniques
- Quality management plan

Topic 2: Perform Quality Assurance

- Project quality assurance concepts and flow of data
- The importance and benefits of quality assurance
- Input documents to assure the project quality
- Quality assurance tools and techniques
- Quality assurance reports and outputs

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Topic 3: Control Quality

- Project quality control concepts and flow of data
- The importance and benefits of quality control
- Input documents to control the project quality
- Quality control tools and techniques
- Quality control reports and outputs

Minimum Requirements

- ✓ Basic understanding of workplace operations and team dynamics.
- ✓ Grade 12 or equivalent qualification.
- ✓ Currently involved in or aspiring to be involved in project-related activities within an organisation.

Qualification Details

Programme Type	Occupational Skills Programme
NQF Level	Level 6
Credits	60 Credits
Duration	6 Months
Accreditation	QCTO

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Career Opportunities

- 📁 Project Management Facilitator
- 📁 Project Coordinator
- 📁 Project Support Officer
- 📁 Team Lead / Supervisor
- 📁 Operations Support Specialist

Need Help?

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Related Qualifications

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NQF Level 4

Business Administration



NQF Level 5

Project Manager



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NQF Level 5

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