

# PMBOK® GUIDE (6th EDITION) OVERVIEW TRAINING SEMINAR



**1-Day Training Seminar**

Book and pay before  
**[date]** and get  
a discount per delegate.



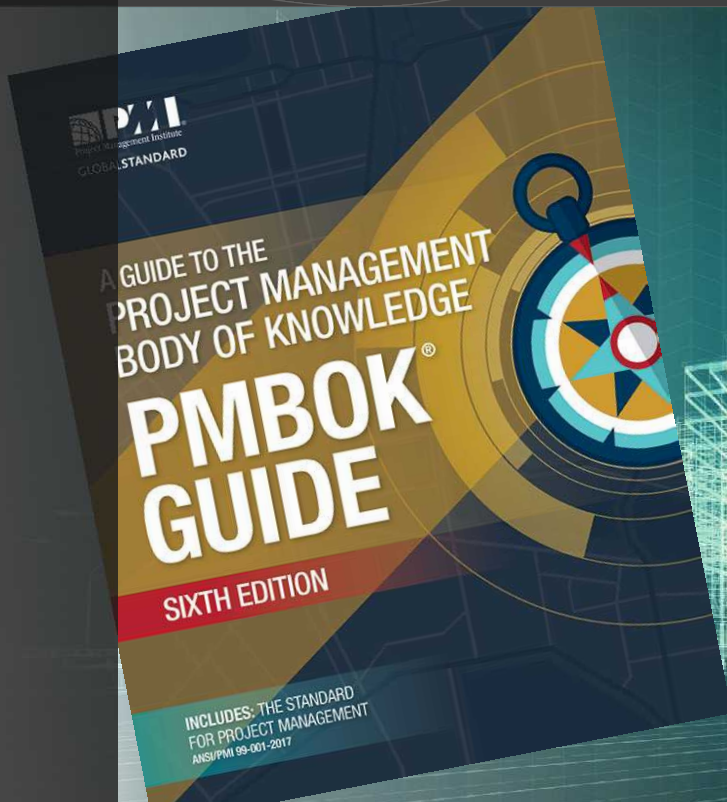
This course is based on the principles of the PMBOK® Guide (Edition 6) and the Construction Extension to the PMBOK® Guide (2016 Edition).

It aims to introduce project managers and people in a project environment to the best practices to be followed when managing projects.

This course is an introduction to project management and does not require participants to have any prior project management knowledge or experience.



**Nationwide**



**DO NOT MISS THE EVENT OF THE YEAR!  
LIMITED SEATS AVAILABLE!  
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**CPD Points:**  
**1 CPD Point - ECSA**  
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## DAY ONE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

### SESSION 1:

- What is the PMBOK® Guide?
- What is the Construction Extension?
- Common PMBOK Vocabulary
- Portfolio, Program and Project management
- Projects and Operational work
- Tailoring to suit the projects unique requirements.

- Factors that may influence a project
- Processes, Knowledge areas and Process Groups

### SESSION 2:

- Construction Project Phases
- Assumptions, Constraints, Risks & Issues
- Stakeholders
- Project Business Case
- From Needs to Objectives to Requirements
- Measuring project success
- Project Governance
- Project Management Office (PMO)

13:00 LUNCH BREAK

13:30 AFTERNOON SESSION

### SESSION 3:

- The Role of the Project Manager
- Project Initiation / Concept / Feasibility
- Project Planning and Estimating
- Project Scope statement
- The Work Breakdown Structure (WBS) and the WBS Dictionary
- Network Diagram / Schedule and the Critical Path
- Milestones
- Total Float / Total Slack
- Progress Curves
- Resource Load / Overload and Resource Levelling
- Schedule Compression techniques
- Project Cost Planning / Project funding requirements / Funding limit reconciliation

### SESSION 4:

- Construction Project Phases

### DAY ONE SESSION 4 CONTINUED...

- Assumptions, Constraints, Risks & Issues
- Stakeholders
- Project Business Case
- From Needs to Objectives to Requirements
- Measuring project success
- Project Governance
- Project Management Office (PMO)

16:30 END OF DAY ONE

## COURSE OBJECTIVES

### Participants should be able to:

- Understand PMBOK and related terminology.
- Understand the basic principles of project management.
- Interact easier with project personnel.
- Understand the bigger picture of project management in a construction environment.
- Discuss their involvement in typical project activities.

## WHO SHOULD ATTEND?

Project Managers, Project team members, Project support staff, PMO Staff, Project Sponsors, Program Managers, Anybody that would like to know more about the best practices the PMBOK® Guide and the Construction Extension defines for projects in the construction environment.

## ABOUT THE TRAINER

Having been a practicing consultant in project management for more than twenty-five years, Dave Fourie's long career in program and project management brought him in contact with various project management methodologies and best practices in private as well as public organisations. Dave brings his theoretical knowledge linked to vast practical experience into the training environment with a genuine desire to assist delegates in becoming practicing project management professionals. Certified as a Project Management Professional (PMP) since 1998, he also holds several other portfolio, program and project management certifications such as certificates in Portfolio, Programme and Project Offices (P3O), Managing Successful Programs (MSP) and in PRINCE2. He also holds certifications in IT Service management (ITIL) and Total Quality Management (TQM).



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Easy ways to register

# COURSE REGISTRATION FORM

## REGISTRATION INFO / FEES

Event: PMBOK® Guide (6th Edition) Overview Training Seminar  
 Date: 1-Day Training Seminar  
 Venue: Nationwide  
 Price: (excluding VAT and per delegate)  
 Early Bird: R2999 (pay before [date])  
 Standard: R3999  
 Group Discount: 4-6 10%  
 7-11 13%  
 12+ 16%

calculated on standard price

## AUTHORIZATION

Full Name:  
 Tel (Direct Line):  
 Signature + date:  
 Person responsible for payment:  
 Tel (Direct Line):  
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## COMPANY DETAILS

Company / Organization Name:

Physical Address:

Postal Address:

Tel (Direct Line):

Tel (S/Board):

Fax:

Email:

VAT Registration:

## OFFICE USE

## STATUS

## DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

### TERMS AND CONDITIONS

#### Payment Terms:

**Payment is required within five (5) days on receipt of tax invoice**

Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

#### Fees:

Fees are exclusive of VAT

Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.

**Cancellation Policy:** Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.

**Indemnity:** Should for any reason outside the control of CPD Africa conferences or training events, the venue or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa conferences and training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa conferences and training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

**No-shows:** Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

#### Important Notice:

**This booking form constitutes as a legal binding contract.**

Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change venues or location.

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