

The background of the entire page is a dark blue-tinted image. It features a calendar grid with days of the week and numbers (10, 11, 12, 13, 14, 16, 17, 18) visible. A pair of glasses is positioned at the top, and a pen is at the bottom right. The text 'ACADEMY' is written in a large, serif font across the middle.

ACADEMY

COURSE CATALOGUE



LETTER FROM THE CEO



Training in project management alone is no longer adequate and the basic knowledge to run just one project at a time is limiting to the sponsoring business and affected stakeholders.

This concern has prompted the X-Pert Academy into adopting a holistic approach to training and developing Managing By Project and Project Management competencies, to encompass the entire lifecycle of a project from strategic thinking at senior management level, the prioritisation of projects and the management of these selected projects to the tactic delivery of business benefits.

Increasingly aggressive competition is encouraging companies worldwide, regardless of their industry sector, to become more project-driven, and its now generally accepted among corporations, that project management skills are no longer a nice-to-have competency; but absolutely essential to the success of their business objectives.

The business world today needs competent project managers and team members. These people must know how to use Managing By Project and Project Management competencies, to drive a multiplicity of projects at any one time, all with different budgets and timeframes, but all aimed at delivering business benefits, in line with the corporation's strategic intent.

It is also no longer feasible to merely send people off on the odd training course and pray that they come away with enough knowledge. Individualised Managing By Project and Project Management training and development programmes such as those on offer from the X-Pert Academy are needed so as to ensure relevance and best practice while still being flexible enough to customise courses at every level to reflect the specific project types, cultures and values of each organisation.

“Project Management has now become the key element for organisations to achieve their strategic goals”

Only two questions need to be asked: “What does an organisation need to know about project management? Nothing. What do they need to know about Managing By Project? Absolutely everything”.

The X-Pert Academy, a world-class Managing By Project and Project Management training and development company, is equipped to offer you and your organisation the most competitive, up-to-date and relevant training and development on offer anywhere in the world today.

Clinton in't Veld
Chief Executive Officer



GENERAL INFORMATION

- Overview of Training Courses offered 3
- Suggested Managing By Project and Project Management Career Path 4

SHORT COURSES

- Introductory Course for the Executive Sponsor and Senior Managers 5
- Introduction to Project Management 6
- Managing By Project Techniques and Processes 7
- Managing By Project X-Sim™ Simulation 8
- Managing By Project Multi Project Simulation 9
- Collaboration and Facilitation Skills for Project Managers and Team Members 10
- Project Administration and Support 11
- PMBOK® Knowledge Area Courses 12

PROJECT MANAGEMENT DEVELOPMENT

- PMI® Project Management Professional (PMP®) & Certified Associate in Project Management (CAPM®) Exam Preparatory Course 13
- Program Management Certification (PgMP®) 15
- PRINCE2™ Courses 16
- PRINCE2™ Courses - Foundation Examination 17
- PRINCE2™ Courses - Practitioner Examination 18
- BTEC Professional Certificate (UK) in Project Management 19
- BTEC Professional Diploma (UK) in Project Management 20

COMPUTER TOOLS FOR PROJECT MANAGERS

- Microsoft® Project Skills (2000, 2003, 2007) 21
- Microsoft® EPM™ Skills 22

OTHER VALUE ADDING SERVICES

- Project Management Profiler (PMProfiler™) Competency Assessment 23
- Client Customised Course Development 24
- X-Pert's Dynamic Products and Services 25

OVERVIEW OF TRAINING COURSES

COURSES	PMI® PMBOK © AREAS								
	Project Integration Management	Project Scope Management	Project Quality Management	Project Cost Management	Project Procurement/Contract Management	Project Time Management	Project Risk Management	Project Human Resources Management	Project Communication Management
Introductory Course for the Executive Sponsor and Senior Managers	P	P	P	P	P	P	P	P	P
Introduction to Project Management	P	P	P	P	P	P	P	P	P
Managing By Project Techniques and Processes	☑	☑	☑	☑	☑	☑	☑	☑	☑
Managing By Project X-Sim™ Simulation	☑	☑	☑	☑	☑	☑	☑	☑	☑
Managing By Project Multi-Project Simulation	☑	☑	☑	☑	☑	☑	☑	☑	☑
Collaboration and Facilitation Skills for Project Managers & Team Members	P	P	P	P	P	P	P	P	P
Project Administration and Support	P	P	P	P	P	P	P	P	P
Project Scope Management - Guide to the PMBOK© 3rd Edition		☑							
Project Time Management - Guide to the PMBOK© 3rd Edition						☑			
Project Cost Management - Guide to the PMBOK© 3rd Edition				☑					
Project Quality Management - Guide to the PMBOK© 3rd Edition			☑						
Project Human Resources Management - Guide to the PMBOK© 3rd Edition								☑	
Project Communication Management - Guide to the PMBOK© 3rd Edition									☑
Project Risk Management - Guide to the PMBOK© 3rd Edition							☑		
Project Procurement Management - Guide to the PMBOK© 3rd Edition					☑				
Project Integration Management - Guide to the PMBOK© 3rd Edition	☑								
PMI® Project Management Professional (PMP®) and Certified Associates in Project Management (CAPM®) Exam Preparatory Course	☑	☑	☑	☑	☑	☑	☑	☑	☑
PMI® Program Management certification	☑	☑	☑	☑	☑	☑	☑	☑	☑
PRINCE2™ Foundation	☒	☒	☒	☒	☒	☒	☒	☒	☒
PRINCE2™ Practitioner	☒	☒	☒	☒	☒	☒	☒	☒	☒
Microsoft® Project Skills (2000,2003,2007)	P	P		P			P		P
Microsoft® EPM™ Skills	P	P		P			P		P
BTEC Professional Certificate (UK) in Project Management	☑	☑	☑	☑	☑	☑	☑	☑	☑
BTEC Professional Diploma (UK) in Project Management	☑	☑	☑	☑	☑	☑	☑	☑	☑
Project Management Profiler Competency Assessment (PMProfiler™)	☑	☑	☑	☑	☑	☑	☑	☑	☑
Customised Course Development	☑	☑	☑	☑	☑	☑	☑	☑	☑

☑ Addresses the PMI® PMBOK © Areas. P Partially addresses the PMI ® PMBOK© Areas. ☒ Does not address PMBOK® Areas.

SUGGESTED MANAGING BY PROJECT AND PROJECT MANAGEMENT CAREER PATH

EXECUTIVE SPONSORS AND SENIOR MANAGERS	MIDDLE MANAGEMENT (PROGRAM MANAGERS, PROJECT MANAGERS, SUB PROJECT MANAGERS, PROJECT TEAM LEADERS)	PROJECT TEAM MEMBERS	PROJECT ADMINISTRATORS	PROJECT PLANNERS	PROJECT FACILITATORS
Introductory Course for the Executive Sponsor and Senior Managers	PMPProfiler™	PMPProfiler™	PMPProfiler™	PMPProfiler™	PMPProfiler™
Short Courses covering the 9 knowledge areas of the PMBOK® 3rd Edition	Managing By Project Techniques and Processes	Introduction to Project Management	Project Administration and Support	Managing By Project Techniques and Processes	Managing By Project Techniques and Processes
PRINCE2™ Foundation and Practitioner	Managing By Project X-Sim™ Simulation	Managing By Project Techniques and Processes	Managing By Project Techniques and Processes	Managing By Project X-Sim™ Simulation	Managing By Project X-Sim™ Simulation
* ***	BTEC Professional Certificate (UK) in Project Management	BTEC Professional Certificate (UK) in Project Management	Managing By Project X-Sim™ Simulation	Microsoft® Project Skills 2000, 2003, 2007	Managing By Project Multi-Project Simulation
	BTEC Professional Diploma (UK) in Project Management	BTEC Professional Diploma (UK) in Project Management	Managing By Project Multi-Project Simulation	Managing By Project Multi-Project Simulation	Collaboration and Facilitation Skills for Project Managers and Team Members
	Managing By Project Multi-Project Simulation	Managing By Project X-Sim™ Simulation	Microsoft® Project Skills 2000, 2003, 2007	Short Courses covering the 9 knowledge areas of the PMBOK® 3rd Edition	Post PMPProfiler™
	Collaboration and Facilitation Skills for Project Managers and Team Members	Managing By Project Multi-Project Simulation	Microsoft® EPM™ Skills	Post PMPProfiler™	**
	Microsoft® Project Skills 2000, 2003, 2007	Collaboration and Facilitation Skills for Project Managers and Team Members	Collaboration and Facilitation Skills for Project Managers and Team Members	**	
	Microsoft® EPM™ Skills	Microsoft® Project Skills 2000, 2003, 2007	Post PMPProfiler™		
	PMI® Project Management Professional (PMP®) & Certified Associate in Project Management (CAPM®) Preparatory Course	Microsoft® EPM™ Skills	**		
	Prince2™ Foundation and Practitioner	Post PMPProfiler™	<div style="border: 2px solid black; padding: 5px;"> <p>* This stream can be replaced with the Project Management Institute's (PMI®) Project Management Professional (PMP®) Development Programmes</p> <p>** These streams can be replaced with the Project Management Institute's (PMI®) Certified Associate in Project Management (CAPM®) Development Programme</p> <p>*** This Stream can be replaced with PRINCE2™ Foundation / Practitioner</p> </div>		
	Short Courses covering the 9 knowledge areas of the PMBOK® 3rd Edition	PRINCE2™ Foundation and Practitioner			
	Post PMPProfiler™	Short Courses covering the 9 knowledge areas of the PMBOK® 3rd Edition			
	* ***				

COURSE OBJECTIVES

- Gain the knowledge for strategic change through Managing By Project
- Structure systems and capabilities needed for Managing By Project
- Roles and responsibilities of the Executive Sponsor in a Managing By Project environment from strategy formulation, through to prioritisation of the project portfolio to supporting the ongoing delivery of projects as a key business imperative
- Good business disciplines and project prioritisation
- Roles and responsibilities of the Project Manager in the modern business that manages by project
- Dealing with resistance by General Managers to the use of Managing By Project
- The Project Support Office, a soul of the organisation that manages by project
- The business benefits of turning strategy into reality utilising the philosophies of Managing By Project



INTRODUCTORY COURSE FOR THE EXECUTIVE SPONSOR & SENIOR MANAGER

COURSE CONTENT

- Elements that make effective strategic delivery
- Introduction to Project Management
- Introducing the Executive Sponsor's checklist for Managing By Project
- Managing By Project Input Workshop - THE FIRST STEP

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Procurement Management
- Project Time Management
- Project Risk Management
- Project Human Resources Management
- Project Communications Management

WHO SHOULD ATTEND

- Project Sponsors
- Senior Managers
- General Managers
- Senior Executives

Course Code:	EXECMBP
Method:	X-Periential™
PDU Credits (contact hours):	8

INTRODUCTION TO PROJECT MANAGEMENT

COURSE OBJECTIVES

- Define project scope, objectives and success criteria
- Identify the difference between project work and non-project work
- Understand the Project Life Cycle and elements of Project Management
- Prepare a project schedule
- Assign project resources and project cost
- Develop a Work Breakdown Structure (WBS), Network Diagram and Scope of Work, perform Critical Path Analysis and read a Gantt Chart

COURSE CONTENT

- Concepts and philosophy of Managing By Project
- The Project Life Cycle
- Defining and planning a project
- Project Management fundamentals
- Organisational structures vs. Project structures

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Time Management
- Project Communications Management

WHO SHOULD ATTEND

- Project Administrators
- Project Team Members
- Project Support Staff



Course Code:	PMINTRO
Method:	X-Periential™
PDU Credits (contact hours):	8

COURSE OBJECTIVES

- Defining the scope of a project
- Organising the project team
- Fundamental principles and tools of Managing By Project and Project Management to plan, schedule and control a project
- Managing a project by results rather than by activities
- Understanding the methodologies of Project Management
- Understanding Project Management terminology, concepts and definitions
- Managing key project success and failure factors within a project environment
- Organising skills and processes to delegate and manage time efficiently



MANAGING BY PROJECT TECHNIQUES AND PROCESSES

COURSE CONTENT

- Introduction to Project Management and Managing By Project
- The project scope and planning milestones
- Project Stakeholder management
- Organising and co-ordinating the project
- Risk Analysis, Activity Estimating techniques and Cost Estimating techniques
- The Work Breakdown Structure (WBS) and activity lists
- The Gantt chart, Network Diagram and Critical Path Analysis
- Resource, cost and earned value analysis
- Project monitoring and controlling (time and cost)

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Procurement Management
- Project Time Management
- Project Risk Management
- Project Human Resources Management
- Project Communications Management

WHO SHOULD ATTEND

- Project Managers
- Program Managers
- Project Administrators
- Project Planners
- Junior Project Managers
- Project Team Members
- Project Support Members

Course Code:	PMTP
NQF Level:	4
Method:	X-Periential™
PDU Credits (contact hours):	24

MANAGING BY PROJECT X-SIM™ SIMULATION

COURSE OBJECTIVES

- The concepts of Managing By Project and Project Management principles
- The importance of effectively working in teams to ensure project success
- How to ensure client satisfaction throughout the project life cycle
- Human resource planning, risk management and project budgeting
- The correct way of communicating project progress to internal and external stakeholders
- How to continuously measure whether the project will be completed successfully and conduct a post project review

WHO SHOULD ATTEND

- Project Sponsors
- Program Managers
- Project Managers
- Resource Managers
- Financial Managers
- Project Team Members
- Project Support Members



COURSE CONTENT

Team Dynamics

- Discuss the 4 basic personality types
- How to recognise the 4 basic personality types
- How to recognise and respond to team member behaviour
- How to interact with the different personality types
- The Stages of Team Development

Individuals and Stress

- Managing stress while working on a project
- What are the symptoms of stress?
- Causes of stress and addressing the causes
- The effects of stress on team work
- How to handle stress and performance
- Understand the different personalities and stress

Individuals and Conflict

- What are the effects of conflict?
- What are the five conflict management styles?
- The different personalities and conflict
- What builds or destroys team trust
- How to avoid common team problems

Communication

- Understand how to communicate in a team on a project (stakeholders and internally)

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Procurement Management
- Project Time Management
- Project Risk Management
- Project Human Resources Management
- Project Communications Management

Course Code:	XSIM
NQF Level:	4
Method:	X-Periential™
PDU Credits (contact hours):	24

COURSE OBJECTIVES

- Project Prioritisation - thumb suck or science?
- Project Selection Methods - more does not equal more
- Project Ranking and Scoring Models - rocket science or murder boards?
- Macro Project Scoping - well planned is half complete
- Live interaction with the Project Sponsor and Client - communication
- Cascade Project Planning within the multiple project environment - juggling limited resources with too many projects
- Operating within a Project Support Office environment - red tape or value-add?
- Conduct real time multi macro project meetings - reporting techniques in the multiple project environments
- Setting up and facilitating the Project Advisory and Business Owner Boards
- True resource optimization, resource levelling and critical skilled resource planning as specific resource skills are pulled across multiple projects
- Project budgeting and tracking for the multiple project business environment
- Multi-project risk identification and mitigation management
- Dealing with and managing multiple project dependencies inside and outside your project environment
- The impact of day-to-day operational work on multiple projects
- Change management in a multi-project environment - guiding the transition
- Multi-project close-out and realising the triple bottom line business benefits



MANAGING BY PROJECT MULTI-PROJECT SIMULATION

You have seen or heard of X-Sim™! Now take the X-Perience further. More and more Project Managers have to concentrate their skills across a number of projects simultaneously. In this course current and future project practitioners will learn what it takes to manage and lead in a multiple project environment by means of a realistic, live multi-project simulation.

Our dynamic Managing By Project Multi-Project Simulation course adds diversity and extended insight into the Managing By Project philosophy and Project Management practices. There is no substitute for practice and this interactive, action packed 5-day course provides the key to multi-project management success. So get yourself onto this course. Managing and leading in the multi-project environment has never been more real.

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Procurement Management
- Project Time Management
- Project Risk Management
- Project Human Resources Management
- Project Communications Management

WHO SHOULD ATTEND

- Project Sponsors
- Program Managers
- Project Managers
- Project Support Members
- Project Team Members
- Human Resource Managers
- Financial Managers

Course Code:	MXSIM
Method:	X-Periential™
PDU Credits (contact hours):	40

COLLABORATION AND FACILITATION SKILLS FOR PROJECT MANAGERS & TEAM MEMBERS

COURSE OBJECTIVES

- Identify the core qualities required for successful facilitation and collaboration
- Discover how to take advantage of group dynamics and how to make decisions in a group environment
- Discover the steps to building high performing teams and how to deal with disruptive behaviour
- Discover the power of effective facilitation and collaboration

COURSE CONTENT

- Developing facilitation as a core competence
- The role of the facilitator and self-awareness
- The role of the team and team development
- Presentation skills
- Building commitment and synergy
- Facilitation tools for problem solving and decision-making
- Conflict management, negotiation and assertiveness skills

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Procurement Management
- Project Time Management
- Project Risk Management
- Project Human Resources Management
- Project Communications Management

WHO SHOULD ATTEND

- Project Sponsors
- Program Managers
- Project Managers
- Project Support Members



Course Code:	COLFAC
Method:	X-Periential™
PDU Credits (contact hours):	24

COURSE OBJECTIVES

- Understanding the roles and functions of the Project Administrator in the Project Life Cycle
- Learn how to work with and support the project manager and team
- Learn how to use all the key tools and techniques of project support
- Learn to setup the project office environment for successful project support



PROJECT ADMINISTRATION AND SUPPORT

COURSE CONTENT

- The difference between the Project Administrator and Personal Assistant
- The role of the Project Administrator in the different phases of the Project Life Cycle
- Risk Management Procedures
- Project Progress Minute Taking
- Progress Reporting
- Updating Project Plans
- The Project Administration Lifecycle

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Procurement Management
- Project Time Management
- Project Risk Management
- Project Human Resources Management
- Project Communications Management

WHO SHOULD ATTEND

- Project Administrators
- Junior Project Managers

Course Code:	PADMIN
NQF Level:	4
Method:	X-Periential™
PDU Credits (contact hours):	16

PMBOK® KNOWLEDGE AREA COURSES

The X-Pert Academy offers the various short courses as found in the PMBOK® 3rd Edition 2004.

See the table below for the various courses and course codes.

Course Name	Course Code
Project Scope Management	PMSCOPE
Project Time Management	PMTIME
Project Cost Management	PMCOST
Project Quality Management	PMQUALITY
Project Human Resource Management	PMHUMAN
Project Communications Management	PMCOMM
Project Risk Management	PMRISK
Project Procurement Management	PMPROC
Project Integration Management	PMINT

Kindly contact our Academy Training Coordinators for further information as to course dates.

WHO SHOULD ATTEND

- Project Sponsors
- Program Managers
- Project Managers
- Sub-Project Managers
- Project Leaders



Method:	X-Periential™
PDU Credits (contact hours):	8 for each course

DEVELOPMENTAL COURSES

COURSE OBJECTIVES

- The course is designed to assist delegates who are preparing to write the Project Management Professional (PMP®) or the Certified Associate in Project Management (CAPM®) exam
- The course is designed to clarify all nine knowledge areas of Project Management as laid out in the Project Management Body of Knowledge (PMBOK®)
- In the course the lecturer will have practical exercises and questions that will help the delegate understand what to expect and how to correctly interpret the questions
- The cost of writing the exam and the procedure to do so will be discussed in the course



PMI® PROJECT MANAGEMENT PROFESSIONAL (PMP®) AND CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) EXAM PREPARATORY COURSE

PMBOK® KNOWLEDGE AREAS

- Project Integration Management
- Project Scope Management
- Project Quality Management
- Project Cost Management
- Project Procurement Management
- Project Time Management
- Project Risk Management
- Project Human Resources Management
- Project Communications Management

WHO SHOULD ATTEND (PMP®)

- Program Managers
- Project Managers
- Sub-Project Managers

WHO SHOULD ATTEND (CAPM®)

- Junior Project Managers
- Team Members
- Support Team Members

Course Code:	CAPMP
Method:	X-Periential™
PDU Credits (contact hours):	40

COURSE CONTENT

Project Scope Management:

This section covers a diverse, yet fundamental set of project management topics including project planning, work breakdown structures, project life cycle, the project charter, project selection methods, scope statement, scope verification, scope management plans and the management of scope changes.

Project Time Management:

This section is focused on the PERT, critical path and precedence diagramming methods of planning. The differences between these techniques and the appropriate circumstances in which to use them are also covered.

Project Cost Management:

This section addresses cost management from a Project Manager's perspective.

Project Quality Management:

This section focuses on customer satisfaction and continuous improvement through the use of quality tools.

Project Human Resource Management:

This section focuses on organisational structures, roles and responsibilities of the Project Manager, team building and conflict resolution.

Project Communication Management:

This section focuses on both the formal and the informal communication that occurs on projects, verbal versus written communication, conflict resolution and management styles.

Project Risk Management:

This section looks at risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, risk monitoring and control.

Project Procurement Management

This section deals with categories of contracts and the risks inherent in specific contract types for both the buyer and the seller.

Project Integration Management:

This section addresses the critical project management functions that ensure coordination of the various elements of a project.

DEVELOPMENTAL COURSES

NEW

OVERVIEW

This course will provide the learners with the following:

- Principles of Program Management
- Introducing the Program Management Process Groups and Themes
- Benefits Management
- Stakeholder Management and Program Governance
- An introduction to the phases and methods utilised during the Program Lifecycle from concept to delivery

This course is designed as a stand alone, or to assist qualifying Program Managers in their preparation for the PMI® Certification in Program Management.

The course materials are based on industry best practices from ISO standards and the Project Management Institute's Standard for Program Management®.

COURSE OBJECTIVES

- Describe the Principles of Program Management
- Identify and maintain the Themes of Program Management
- Understand the development and maintenance of the Program Management Plan
- Build and maintain Program Controls and Standards through the governance process
- Develop and maintain the Benefits Realisation Plan for the Program
- Track, identify and report on variances from the original plan within the Program
- Identify, evaluate and manage Program Risks
- Develop and understand Quality Measures within the program
- Monitor and control stakeholder analysis through correct and efficient reporting
- Develop, manage and support the Program
- Program and Organisational Structures
- Manage closure of Program Components throughout the Program Lifecycle
- Manage the closure of the Program

PROGRAM MANAGEMENT CERTIFICATION (PgMP®)

COURSE CONTENT

- Program Management Principles
- The Standard for Program Management Structure
- Program Management Themes
- Program Organisation Structure
- Standards and Controls
- Program Setup
- Benefits Realisation Plan
- Program Management Plan, e.g. Transition, Interface and Resource Planning
- Establishing a Program Management and Technical Infrastructure
- Delivering on Incremental Benefits
- Program Dashboard Reporting
- Closing the Program
- Professional Responsibility

WHO SHOULD ATTEND

- Program Sponsors
- Program Managers
- Project Managers



Course Code:	PgMP
Method:	X-Periential™
PDU Credits (contact hours):	24

DEVELOPMENTAL COURSES

HISTORY OF PRINCE

PRINCE was established in 1989 by CCTA (Central Computer and Telecommunication Agency) in the UK, since then renamed OGC (The Office of the Government Commerce). The method is based on PROMPT, a project management method created by Simfact Systems Ltd in 1975. PROMPT was adopted by CCTA in 1979 as the standard for all Government information systems.

WHAT IS PRINCE2™ ? (PROjects IN Controlled Environments)

PRINCE2™ is a project management methodology owned and maintained by the UK Office of Government Commerce. It summarises best practice from a variety of industries and backgrounds. The NHS has adopted PRINCE2™ as its preferred methodology and a number of governments worldwide have adopted PRINCE2™ as their standard project management methodology. PRINCE2™ is a government standard that has grown organically to be adopted by both private and public organisations.

KEY FEATURES OF PRINCE2™

- Its focus on business justification
- A defined organisation structure for the project management team
- Its product-based planning approach
- Its emphasis on dividing the project into manageable and controllable stages
- Its flexibility to be applied at a level appropriate to the project

BENEFITS TO USING PRINCE2™

PRINCE2™ provides benefits to managers and directors of a project and to an organisation through a controlled use of resources and ability to manage business and project risk more effectively.

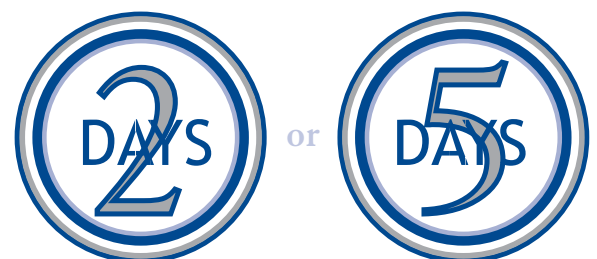
PRINCE2™ COURSES

PRINCE2™ PROVIDES PROJECTS WITH:

- A controlled and organised start, middle and end
- Regular reviews of progress against plan and against the Business Case
- Flexible decision points
- Automatic management control of any deviations from the plan
- Involvement of management and stakeholders at the right time and place within the project
- Good communication channels between the project, project management and the rest of the organisation

ACCREDITATION

If an individual wishes to become a Registered Practitioner they are required to sit the Foundation and Practitioner Examinations.



PRINCE2™ COURSES FOUNDATION EXAMINATION

This level is aiming at measuring whether a candidate would be able to act as an informed member of a project management team using the PRINCE2™ method within a project environment supporting PRINCE2™. To this end they need to show they understand the principles and terminology of the method. Specifically, candidates must be able to:

- Describe the purpose and major content of all roles, the eight components, the eight processes and the sub-processes, and the techniques
- State which management products are input to, and output from the eight processes
- State the main purpose, and key contents, of the major management products
- State the relationships between processes, deliverables, roles and the management dimensions of a project

FORMAT

- Multiple-choice of One hour duration
- 75 questions
- 38 correct answers are required to pass
- Closed-book



Course Code:	P2FOUND
Method:	X-Periential™
PDU Credits (contact hours):	24

DEVELOPMENTAL COURSES

This training course is an absolute must for delegates who wish to take the PRINCE2™ Practitioner exam. The training course is given in partnership with X-Pert, an Accredited PRINCE2 Training organization. An accredited PRINCE2 trainer from X-Pert will give the training course.

The overall objective of the Practitioner Exam is to measure whether a candidate would be able to apply PRINCE2 to the running and managing of a project within an environment supporting PRINCE2. To this end the candidate needs to exhibit the competence required for the Foundation qualification, and show that the candidate can apply and tune PRINCE2 to address the needs and problems of a specific project scenario. Specifically, the candidate must be able to:

- Produce detailed explanations of all processes, components and techniques, and worked examples of all PRINCE2 products as they might be applied to address the particular circumstances of a given project scenario
- Demonstrate the understanding the relationships between processes, components, techniques and PRINCE2 products and can apply this understanding
- Demonstrate the understanding of the reasons behind the processes, components and techniques of PRINCE2, and the understanding of the principles underpinning these elements
- Demonstrate the ability to tune PRINCE2 to different project circumstances



PRINCE2™ COURSES PRACTITIONER EXAMINATION

The Practitioner exam uses objective test questions which require a student to choose a response to a question from a set of choices for which the correct answer is pre-determined. The Practitioner exam demands a greater level of understanding and application of the method than the Foundation exam which largely tests knowledge of principles and terminology of the method. The 3 hour exam consists of 9 main questions with a number of part-questions. Each main question is worth 40 marks. The pass rate is 180 marks out of a possible 360. The exam includes one scenario which will provide a description of the organisation, the business rationale for the project and the project objectives.

The exam questions are divided into 5 learning levels. Each level has its own marking scheme. The more difficult the question, the more marks will be awarded for that question. Some questions deliver negative marks if answered incorrectly.

During the Practitioner exam the candidate is only allowed to bring the 'Managing Successful Projects with PRINCE2' manual into the exam room. The student is allowed to make notes in the 'Managing Successful Projects with PRINCE2' manual. No additional notes, diagrams or event manuals may be used during the exam.

FORMAT

- Three-Hour, open book examination
- Nine questions (worth 40 marks each) based on a practical scenario, objective test format
- Examines applied knowledge and understanding of PRINCE2
- Pass mark of 50% (180 marks)

WHO SHOULD ATTEND

- Program Managers
- Project Managers
- Project Support Members
- Project Team Members

Course Code:	P2PRAC
Method:	X-Periential™
PDU Credits (contact hours):	16

DEVELOPMENTAL COURSES

Unit 1

Structuring and Starting a Work Based Project:

- Demonstrate knowledge of the key stages in Project Scope Management
- Be able to define the key stages contained within Project Scope Management
- Be able to define the core management skills associated with Project Management
- Demonstrate a knowledge and awareness of the importance of setting targets and objectives

Unit 2

Establishing Cost and Procurement Processes for a Work Based Project:

- Be able to define the key elements within effective cost management
- Demonstrate an understanding of the costs affecting a project
- Be able to define the key steps to effective procurement management
- Demonstrate an awareness of the need for measuring cost management and procurement processes against established outcome measures

Unit 3

Developing Effective HR Management and Communications:

- Demonstrate an understanding of the key functions of HR Management
- Define the qualities of leadership within the team building process
- Demonstrate an awareness of the various types of communications and their usefulness within project team
- Describe an effective communication plan within a project team

Unit 4

Developing Project Risk Management, Time Management and Quality Measures:

- Define the key roles of Risk Management
- Describe the key principles of Time Planning and Time Management
- Understand the implications of Time Management to a given project
- Describe how Quality Management can be planned into a project
- Demonstrate methods to plan and assess Quality within a given project



BTEC PROFESSIONAL CERTIFICATE (UK) IN PROJECT MANAGEMENT

OVERVIEW:

All candidates who attend the BTEC Professional Certificate in Project Management will be required to do the following:

- Complete a Pre-course PMProfiler™ Assessment (test knowledge before attending the training)
- Attend 5 days training
- Complete a Written exam (pass rate of 60%)
- Complete an Assignment (pass rate of 75% required)
- Complete a Post-course PMProfiler™ Assessment (test if knowledge has been transferred)
- Assemble a Portfolio of Evidence of all activities completed while doing the training and evidence of project work back in the workplace.

All the abovementioned documentation will be assessed and moderated internally. Further verification will be conducted by an External Verifier from the United Kingdom.

Certification will be provided by Edexcel in the United Kingdom.

WHO SHOULD ATTEND

- Program Managers
- Project Managers
- Project Support Members
- Project Team Members
- Procurement Managers
- Functional Managers

Course Code:	BTECCERT
NQF Level:	4
Method:	X-Periential™
PDU Credits (contact hours):	40

DEVELOPMENTAL COURSES

NEW

BTEC PROFESSIONAL DIPLOMA (UK) IN PROJECT MANAGEMENT

OVERVIEW:

All candidates who attend the BTEC Professional Diploma in Project Management will be required to do the following:

- Complete a Pre-course PMProfiler™ Assessment (test knowledge before attending the training)
- Attend an initial 5 days training, and a further one day training every month
- Complete a 3 hour written exam
- Complete 5 Assignments (based on the PMBOK® Knowledge Areas)
- Complete a Post-course PMProfiler™ Assessment (test if knowledge has been transferred)
- Assemble a Portfolio of Evidence of all activities completed while doing the training and evidence of project work back in the workplace

All the abovementioned documentation will be assessed and moderated internally.

Further verification will be conducted by an External Verifier from the United Kingdom.

Certification will be provided by Edexcel in the United Kingdom.



Module 1 BTEC Professional Certificate in Project Management:

- Structuring and starting a work based project
- Establishing Cost and Procurement Processes for a Work Based Project
- Developing Effective HR Management and Communications
- Developing Project Risk Management, Time Management and Quality Measures

Module 2 Project Scope and Risk Management

Module 3 Project Communication, Time and Quality Management

Module 4 Project Cost and Integration Management

Module 5 3 hour exam

WHO SHOULD ATTEND

- Program Managers
- Project Managers
- Project Support Members
- Project Team Members
- Procurement Managers
- Functional Managers

Course Code:	BTECDIP
UK Level:	5
Method:	X-Periential™
PDU Credits (contact hours):	72

COURSE OBJECTIVES

On completion of this course the delegates will be able to:

- Create a project schedule with activities, organise these activities, create and assign resources and optimise the schedule
- Save a baseline plan and track and monitor progress
- Consolidate multiple projects

We offer the following:

Microsoft® Project 2000, 2003 and 2007



MICROSOFT® PROJECT SKILLS

COURSE CONTENT

- Understand the project scheduling process
- Microsoft® Project Basics
- Scheduling and linking project tasks
- Defining project resources and costs
- Assigning and scheduling resources and cost
- Resolving over allocations and optimising the schedule
- Tracking project progress
- Viewing and reporting project status
- Working with consolidations

WHO SHOULD ATTEND

- Program Managers
- Project Managers
- Project Support Members
- Project Team Members
- Project Administrators

Course Code:	MSPS
Method:	X-Periential™
PDU Credits (contact hours):	24

MICROSOFT® EPM™ SKILLS

COURSE OBJECTIVES

- Understand the relationship between the components of the Microsoft® EPMTM suite
- Understand and be able to make use of Microsoft® Project Professional to build, track and manage Project Plans
- Understand and be able to make use of the ability to publish project plan and resource information to the Project Server
- Understand and be able to make use of Project Web Access to effectively collaborate within the project environment

COURSE CONTENT

- Project Plan, tracking progress and reporting status
- Exporting Print Grid Data to other Applications
- Windows SharePoint Services and document management

WHO SHOULD ATTEND

- Program Managers
- Project Managers
- Project Support Members
- Project Team Members
- Project Administrators



Course Code:	EPM
Method:	X-Periential™
PDU Credits (contact hours):	24

Ever wondered what your level of Project Management competence is? Ever thought about what training and development needs you should pursue to make you an even better Programme Manager, Project Manager or Project Support Person? Given any consideration to how you measure up to the industry in terms of Managing By Project and Project Management competence? Well, stop guessing and know your status today by calling the X-Pert Group and asking about our new, dynamic and world class Competency Assessment tool called PMProfiler™.

PMProfiler™ is a fully automated, online assessment tool that measures the four key dimensions of Programme Management and Project Support competence. The key dimensions of knowledge, skill, attitude and aptitude are all assessed against the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®) and X-Pert's Managing By Project dimensions.

PMProfiler™ will assist you in benchmarking your competencies against the industry, help you decide your Project Management career path and give you valuable insight into which project management courses you need to attend to begin to raise your competencies.

PMPROFILER™ PROJECT MANAGEMENT COMPETENCY

PMPROFILER™ FEATURES

- Assessments are done online. No two competency assessments are the same, reducing the occurrence of cheating and collaboration, causing inaccurate results
- Assessment questions are based on the new Guide to the PMBOK® 3rd Edition
- Assessments can be taken anywhere with Internet access. Hosted by the X-Pert Group, your data is secure, no chance of obtaining model answers
- Secure username and password
- Assessments can be done company-wide or divisionally
- Comments are provided and suggested courses are recommended
- Time limits are set to do the assessment
- Individual reports for each assessment are done as well as a consolidated report if more than one individual has taken an assessment from either a company or division
- Progress reports - these show the results an individual obtained in the assessment done over a specific period of time and compares the results to see if any competencies have improved
- Progress Reports for a company, group, division or department within a company show if the overall competence has improved or deteriorated
- Allows you to see if the money you are investing in training is giving you the return you expect

CLIENT CUSTOMISED COURSE DEVELOPMENT

The X-Pert Academy has integrated its dynamic products and services to form a complete end-to-end training and up-skilling solution. This training solution is fully customised to ensure that both the duration and target audience level are appropriate to you, the client's, needs. As a Registered Global Education Provider with the Project Management Institute (PMI®), our clients are ensured of peace of mind throughout the customisation process.

The process begins with a Training Needs Analysis (TNA). This TNA is conducted via X-Pert's state of the art Project Management Competency Assessment tool (PMProfiler™), and conducted by members of the X-Pert Academy. These results are then analysed against a training matrix comprising the X-Pert Academy's basket of training and development products and services. Recommendations regarding appropriate training and development are then made by the X-Pert Academy Lecturers and communicated to you, our valued client.

In order to meet your specific training and development requirements, the X-Pert Academy will construct a customised combination of existing X-Pert Academy training products to ensure the most effective transfer of skill and development of Managing By Project and Project Management competencies.

Training and development is pitched at the correct levels and the duration of training is structured to accommodate your schedule needs. Once training has been completed, the competence of delegates is reassessed, using PMProfiler™, in order to review the skills development path of the delegate. In the interests of providing valuable developmental related information, areas of strengths and weaknesses pertaining to each delegate is then communicated back to you, the client, for action and deployment.

The X-Pert Group is one of Australia's most exciting and innovative Managing By Project and Project Management Consulting and Training company's. We specialise in solutions, that aim to add value to our client's strategic and tactical project endeavors. Our training and development brand, the X-Pert Academy, has provided both individuals and organisations alike, with modern day competencies, that have had a significant impact on bringing in projects on time, within budget and according to strategic business benefit expectations. The X-Pert Academy has trained and developed more than 110 000 delegates in more than 15 countries, to master the art and science of Managing By Project and Project Management.

X-PERT'S DYNAMIC PRODUCTS AND SERVICES

The X-Pert Group, as its core business, provides both local and international clients with the following world-class products and services:

Business Management Solutions

From strategy formulation to project portfolio analysis

Programme And Project Management Solutions

From conceptualisation, through planning, execution, close-out and business benefit measurement

Project Management Training And Development Solutions

From executive level, through project management practitioners, across project administrators and project team members

Project Management Information Technology Solutions

From project management tools and methodologies, to project information systems and integration and customized project management E-Learning frameworks

The X-Pert Academy, a division of the X-Pert Group has trained, coached and mentored more than 110 000 delegates in the past 13 years in Managing By Project and Project Management competencies (knowledge, skill, attitude and aptitude).

CONTACT DETAILS

Visit us today at
www.xpert-mbp.com.au

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