



COORDINATE THE CLOSURE OF A SIMPLE TO MODERATELY COMPLEX PROJECT

Unit Standard: 243819



Course Information



Qualification Title	National Certificate: Quality Management System
Course Title	Coordinate the closure of simple to moderately complex project.
Course Level	5
Course Credits	8
Course Duration	Three days
Cost of Course	R2 800,00 per delegate (excluding 15% VAT)

Course Overview

Learners credited with this unit standard are able to verify and validate that the products of the projects are ready for handover, handover the products the products of the products of the project and close all administration and client's agreements of the projects.

Qualifying learners credited with this Unit Standard are also able to release project resources and participate in conducting a performance review of the projects, learners will be able to communicate project closure to all stakeholders in a professional manner, also:

- Identify and solve problems related to products that are satisfactory
- Work effectively with others in the preparation of closing the administration clients agreements and releasing project resources.
- Organise and manage oneself and one's activities in such a way so as to have all the required information when preparing to handover the products of a project.

Quality Management System

Who Should Attend?	The person who is doing project management
Course Objectives	• Identify and solve problems. • Conduct the project performance review. • Handover processes • Project closure concept
Benefits	• Understanding of scheduling principles and techniques. • Understanding of project performance measurement and evaluation concepts, techniques and processes. • Knowledge of techniques to support management of knowledge and project information. • Identify and solve problems related to products that are not satisfactory on a project. • Work effectively with others in the preparation of closing the administration, clients agreements and releasing project resources. • Communicate effectively with all stakeholders when communicating the projects closure.

Course Content

Course Modules

- Understanding of quality management system.
- Understanding Communication and Project management.
- Problem solving.
- Promote the importance and benefits of quality.
- Manage Continuous Quality Improvement.
- Quality Project
- Project management plan
- Participate in conducting the project performance review.
- Quality issues pertaining to the given task are identified.
- Appropriate quality documentation is identified in terms of the given task.
- How to handover the projects.
- Change to policies, procedures, and standards.

Certification and Assessments

- All delegates who finish the assessment with a score of 100% will receive a certificate of competence.
- An Assessment at the end of the course will be required.
- A minimum of 100% is to be achieved to attain a Competence Certificate.
- If delegates achieve lower than 100% a second attempt will become available.
- If delegates score lower than 100% and deemed not yet competed on the third attempt, delegates will need to re-purchase the course.
- An attendance certificate is awarded regardless of a competent or not yet competed

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO and Legal consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental and Quality (SHEQ) management solutions in preparation for ISO and legal compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business

	environments, locally and internationally. We also strive to be the leading training providers in SHEQ, ISO, Engineering, Finance, Business and Project Management.
What do we do?	Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes: • ISO and SHEQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards. • Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards. • Training of all employees (Shop Floor to Executive Management) in the fields of SHEQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of International Standards. • ISO, OHSAS Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors. • Customised web-based solutions integrating current systems to be in line with ISO and OHSAS requirements We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing.