



Project Management for Beginners

OFFICIAL ACADEMIC PROSPECTUS & CURRICULUM GUIDE

NQF Level: Industry Certification | **Credits:** N/A

Delivery: Online

Print Date: April 19, 2026

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PROGRAMME OVERVIEW

PROGRAMME DURATION	6 Weeks
ACADEMIC LEVEL	Industry Certification
TOTAL CREDITS	N/A
SAQA REGISTRATION	Pending
MODE OF DELIVERY	Online
TOTAL INVESTMENT	R 6,000 (Registration Deposit: R 799)

Executive Introduction

Everything of value in the modern business world is executed as a project—from launching a disruptive new software app to building a massive skyscraper. Our Project Management for Beginners course is the absolutely essential handbook for anyone tasked with delivering high-quality results strictly on time and under budget. We strip away the confusing jargon of the industry to focus intensely on the core pillars of project success: Scope, Time, and Cost.

Learners will be thoroughly introduced to both modern Agile and traditional Waterfall methodologies, understanding exactly when to be highly flexible and when to be rigidly structured. Through intense, hands-on project simulations, you will learn how to build complex Gantt charts, perfectly manage difficult stakeholder expectations, and identify critical risks before they turn into financial disasters. This is a highly practical, action-oriented track designed for immediate, high-impact application in any professional field, from IT and Construction to Marketing and Corporate Finance.

The course emphasizes the critical 'Human Side' of project delivery—leading diverse teams, rapidly resolving resource conflicts, and maintaining high morale through high-pressure deadlines. You will graduate with the absolute confidence to take total accountability for a massive project lifecycle, transforming organizational chaos into a highly structured, successful delivery that perfectly aligns with corporate goals

and international best practices.

PURPOSE OF THE LEARNING PROGRAMME

To provide a highly standardized, globally recognized framework for result-oriented project delivery. The primary purpose is to ensure that absolutely every participant can move a highly complex project from initial concept to successful closure using a predictable, repeatable, and highly successful methodology.

To deeply introduce the critical fundamentals of risk management and proactive risk mitigation. We aim to train professionals who are proactive rather than reactive, entirely capable of identifying potential bottlenecks and implementing fallback strategies before project health is compromised.

To foster a corporate culture of absolute accountability, tracking, and transparency. This programme seeks to heavily instill the documentation and progress reporting habits strictly required to keep all stakeholders informed and perfectly aligned throughout the entire project lifecycle.

To highly empower cross-functional corporate teams to collaborate effectively. By teaching a universal, standardized project management language, we allow individuals from highly different departments to work seamlessly on shared organizational goals with absolutely zero communication friction.

To provide the essential, highly respected first step toward professional PMP or CAPM certification. Our purpose is to thoroughly give students the foundational knowledge and registered project hours required to pursue professional international project management credentials in the future.

MODULE BREAKDOWN

Module 01: Project Life Cycle

Initiation to Closure.

Module 02: Project Constraints

Scope, Time, and Cost.

Module 03: Planning & Scheduling

WBS and Gantt Charts.

Module 04: Resource Management

Team allocation.

Module 05: Risk Management

Identifying and mitigating risk.

Module 06: Project Closure

Reporting and lessons learned.

PRACTICAL LAB ENVIRONMENTS

This programme includes intensive hands-on practical labs designed to bridge the gap between theoretical knowledge and real-world industrial application.

Lab 1: Project Charter Creation

Define scope, stakeholders, and objectives. Deliverable: Signed project charter.

Lab 2: Work Breakdown Structure (WBS)

Decompose project into manageable tasks. Deliverable: WBS diagram + task list.

Lab 3: Risk Register & Mitigation

Identify risks and plan responses. Deliverable: Risk register with mitigation strategies.

Lab 4: Project Closure Simulation

Conduct lessons learned and handover. Deliverable: Closure report + retrospective notes.

CAREER FIELDS & OPPORTUNITIES

Graduates of this learning programme are aggressively equipped with the specialized competencies required to pursue the following elite professional roles within the global industry:

PROJECT COORDINATOR	Advance your career as a Project Coordinator in the industry.
JUNIOR PROJECT MANAGER	Advance your career as a Junior Project Manager in the industry.
SCRUM MASTER (ENTRY-LEVEL)	Advance your career as a Scrum Master (entry-level) in the industry.
OPERATIONS COORDINATOR	Advance your career as a Operations Coordinator in the industry.
TEAM LEAD	Advance your career as a Team Lead in the industry.
PROGRAMME SUPPORT OFFICER	Advance your career as a Programme Support Officer in the industry.
AGILE DELIVERY ASSISTANT	Advance your career as a Agile Delivery Assistant in the industry.

NEXT STEPS & APPLICATION

Ready to definitively advance your professional trajectory? Formal applications are currently open for the upcoming academic cycle. To securely guarantee your placement in the next intake for **Project Management for Beginners**, please complete our online application process or contact our admissions advisory team directly.

CONTACT ADMISSIONS

Official Email: apply@softkingsacademy.co.za

Academy Website: www.skacademy.co.za

WhatsApp: +27 69 271 9901

Tel: +27 21 1097 366 | +27 12 004 3732 | +27 70 5422 373

DIGITAL STUDENT PORTALS

Studentzone: portal.skacademy.co.za

Exam Centre: exams.skacademy.co.za

Verify Certificate: skacademy.co.za/verify-certificate

APPLY ONLINE NOW

SOFTKINGS ACADEMY IS FORMALLY COMMITTED TO PROVIDING INDUSTRY-LEADING, ACCREDITED SKILLS DEVELOPMENT.

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INFORMATION CONTAINED WITHIN THIS PROSPECTUS IS CORRECT AT THE TIME OF PRINTING.