



Technical Certificate & Diploma in Project Management

INTRODUCTION

The Society adopts a strong international role in all its activities, with offices or representatives in many nations, actively serving the needs of local communities, organising the SBP Diplomas and other examinations and developing essential working relationships with government departments, educational establishments, professional institutes and employers, and encouraging the development of skills and practice, in a spirit of international co-operation.

It is in this spirit that a number of Colleges have approached the Society for specialised and specific qualifications for their own country's requirements. The following Syllabus has been evaluated by SBP and the Course is conducted by the YMCA Youth Development, Zambia.

The Society relies on each school or college to engage qualified tutors and lecturers who are able to cover initial evaluation and assessment within the framework of the syllabus content. As each individual school or college is required to endorse the candidates' work and to confirm their competency, only approved centres will be permitted to offer programmes. All schools, colleges, and study centres must apply for approval from the Society prior to conducting any courses.

Mode of Study

Full-time, Part-Time, Day Release, Distance Learning

Methods of Assessment

- Written examinations
- Time allowed: 3 hours
- Pass mark to be achieved - 50%
- Examination Papers are composed of 7 questions of which 5 must be answered

Examination Dates (Annual)

March
June
December

Eligibility

The minimum requirement is 5 GCE "O" Levels at Grade C or better. Mature age entry route will allow candidates who are more than 23 years and produce a recommendation letter from their employers.

Syllabus Structures

The Diploma has two stages for convenience of study to enable a smooth progression through the Certificate and Diploma Stage.

CERTIFICATE

Stage 1 subjects:

- Project Management (1)
- Procurement
- Basic Statistics
- Project Management (2)
- Law of Contract

DIPLOMA

Stage 2 subjects:

- Project Management (3)
- Human Resource Management
- Financial Accounting
- Project Proposal Writing
- Monitoring & Evaluation

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CERTIFICATE

Paper 1: Project Management (1)

- Definition of a Project Management
- Project Planning – the whole process
- Consensus building & community participation
- Capacity building

Paper 2: Procurement & Stock Management

- Organisation of the production unit
- Procurement of materials & internal stock requisition procedures
- Material quality & stock control
- Stores management & stock rationalisation

Paper 3: Basic Statistics

- Meaning & nature of statistics
- Primary & secondary data
- Surveys, observations, interviewing
- Sampling theory & practice
- Collection & analysis of data
- Use of mathematical diagrams in statistics

Paper 4: Law of Contract

- Sources of Law
- Defining a Contract
- Formation & termination of a Contract
- Contract of Employment
- Sale of Goods Law
- Law of Agency

Paper 5: Project Management (2)

- Types of Project Management
- The 3 phases of Project Management (Design, Execution, Completion)
- Role & nature of teams, marketing, financial resources
- Project organisation charts
- The role of leadership & management in projects
- Management Style

DIPLOMA

Paper 6: Human Resource Management

- Introduction to Management theories
- Hawthorne studies
- Human Resource Planning
- Recruitment & Selection, induction, dismissal, retirement, resignation
- Job evaluation & performance measurement
- The employment Contract

Paper 7: Project Management (3)

- Action planning, office work plans, quarterly plans
- Control systems
- Constraints (costs, time & environment)
- Computer-based systems
- Advocacy & networking, contractors, sub-contracting, scheduling
- Project network analysis, critical path analysis

Paper 8: Financial Accounting

- Double entry bookkeeping
- Types of accounts (accounting for valuation of stock)
- Constructing & interpreting financial statements
- Sources of finance
- Shareholding in Limited Companies

Paper 9: Monitoring & Evaluation

- Introduction to Monitoring
- Understanding your project
- Identifying project information needs
- Developing program indicators
- Data collection & data management
- Developing a monitoring & evaluation action plan

Paper 10: Project Proposal Writing Skills

- Project basics
- Model of the Project cycle with 6 project phases
- Elements of the project proposal
- Preparing an active plan
- Budgeting plans

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