

Global FM School for Facilities Management

Course Outline Guide 2024

Short Course Program: Project Management for FM Managers



012 534 3552

admin@global-fmschool.com

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150
Kuber offices, Silver Lakes Office Park 1,
Von Bockström Blvd Pretoria 0018



School for Facilities Management

TABLE OF CONTENTS

Short Course Program: Project Management for FM Managers

1. WHAT IS THE PROJECT MANAGEMENT COURSE?	3
2. GENERAL INFORMATION?	4
2.1 Enrollment requirements	
2.2 Duration of the course	
2.3 Course dates	
2.4 Methodology on Class Attendance	
2.5 Tuition Fees?	
2.6 What are the payment terms and conditions?	
2.7 What are the registration fees?	
3. HOW TO REGISTER?	6
4. WHO ENDORSES THE COURSE?	6
5. COURSE TOPICS	7

012 534 3552

admin@global-fmschool.com

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150
Kuber offices, Silver Lakes Office Park 1,
Von Bachstrom Blvd Pretoria 0018

1. What is the Project Management Course?

This Course is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them within the field of Facilities Management.

After the completion of the course the learner will be capable of:

- Selecting a work-based project for a unit.
- Scoping a work-based project for a unit.
- Developing a project plan.
- Developing tools to measure key performance parameters.
- Implementing the plan and evaluate project progress.



012 534 3552

admin@global-fmschool.com

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150
Kuber offices, Silver Lakes Office Park 1,
Von Bockstrom Blvd Pretoria 0018



2. General Information

2.1 Entrance requirement for this course

Open - No pre-requisites required

2.2 Duration of the course

This course has been designed to be presented over 2 days.

2.3 Course dates

22 - 23 April 2022

2.4 Methodology on Class Attendance

The Course will be presented via Webinar.

012 534 3552

admin@global-fmschool.com

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150
Kuber offices, Silver Lakes Office Park 1,
Von Bockstrom Blvd Pretoria 0018



2.5 Tuition Fees

R 4 000.00 (Excluding Vat) per learner

2.6 What are the payment terms and conditions?

Pre-payment is essential for all courses.

Certificates will only be issued to learners that have complied with all the requirements for a particular course. No certificates will be issued to any learner that is not fully paid-up.

Global-FM retains the right to amend course dates/ module dates. Should this occur, Global-FM will offer alternative dates in co-operation with the learners.

Should you be forced to pull out of a course prior to the commencement of the course, before attending the classes, you may be substituted by another without extra cost.

A registration fee of R 200.00 excluding VAT is payable on your registration.

In the event of cancellation made at least 30 days prior to the commencement date, a full refund of the course fee will be made. For a cancellation, made between 14 - 30 days prior to the commencement date, a 50% refund of the course fee will be made. If a cancellation is made less than 14 days prior to the commencement date, no refund of the course fee will be made.

012 534 3552

admin@global-fmschool.com

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150
Kuber offices, Silver Lakes Office Park 1,
Von Backstrom Blvd Pretoria 0018



2.7 What are the registration fees?

R 200.00 excluding VAT

3. How to register

Please visit our website: www.global-fmschool.com, and click on the "contact button" to submit your application to register.

Alternatively, send an email to admin@global-fmschool.com and a electronic registration form will be emailed to you, to complete.

Thereafter, the logistics for the enrollment procedures will be communicated to you via email.

4. Who endorses the Course?

Global-FM School for Facilities Management.
This is a Non-Credit Bearing Course

012 534 3552

admin@global-fmschool.com

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150
Kuber offices, Silver Lakes Office Park 1,
Von Bockstrom Blvd Pretoria 0018

5. Course Topics

The topics for this course includes the following:

1. Select a work-based Project for a unit
2. Scope a work-based Project for a unit
3. Develop a Project Plan
4. Develop tools to measure Key Performance Parameters
5. Implement the Plan and Evaluation Project Progress

Method of evaluation:

This is an attendance course, thus no evaluation will be required

012 534 3552

admin@global-fmschool.com

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150
Kuber offices, Silver Lakes Office Park 1,
Von Bockstrom Blvd Pretoria 0018