



# Gauteng:

## Midrand / Centurion / Pretoria\*

# CPMP

## Construction Project Management Programme for Built Environment Practitioners

11-13 NOVEMBER 2019 > 3 DAY COURSE



### > Aim of the course:

The CPMP is an intensive three day course structured to serve all built environment practitioners offered in collaboration with Higher Education Institutions (HEI). CPM courses facilitated by CEA have been offered very successfully for many years. The course is aimed at people in first and middle management positions in the built environment. The content is suitable for both public sector employees and private sector practitioners. The CPMP is structured to provide delegates with a thorough understanding of project management and the application thereof in practice. The course also covers actual work site imperatives and introduce delegates to the more innovative and novel practices in project management, making it a very practically applicable skill. On completion of the course, delegates should be able to utilise the relevant concepts when executing projects and contribute to future development of project management as a strategic tool in their workplaces.

### > Structure & Contents:

#### Introduction to Project Management

- Abbreviated comparative PM survey
- Project management framework and context
- General and strategic management, Business plans
- Project management knowledge areas and processes
- The leadership challenge

#### Structure of the Built Environment and Procurement Processes

- General built environment overview and procurement processes
- Employers, contractors and subcontractors
- Professional consultants

#### Planning and Scope Management

- Statement of work
- Work breakdown structures
- Work authorisation, change control and responsibilities

#### Procurement Management

- Contractual procedures
- JBCC/FIDIC/NEC/GCC
- Professional Service Agreements

#### Time Management

- Gantt charts
- Critical path and precedent networks
- Resource and cash flow manipulations

## Risk Management

- Identification and management
- Insurance for construction processes

## Communication Management

- Communication and meetings
- Negotiation and conflict management
- Project information and reports

## Financial, Cost and Claims Management

- Estimating and bidding strategies
- Budgets and cash flows
- Cost control and s-curves
- Earned value analysis
- Claims and settlements

## Quality Management

- Principles, policies and systems
- Procedures, indicators and cost
- Total quality management

## Human Resources Management

- Whole brain thinking
- Motivation and team building
- Employment and Labour Law

## Integration Management

- Integration of project management processes

## Stakeholder Management

- Identify stakeholders
- Plan and control engagement

## Construction Contracting Specifics

- Estimating of construction costs
- Tendering procedures, variation (change) orders, interim certificates and final accounts
- Site management, establishment, plant and equipment

## Occupational Health and Safety

- Practical implementation

## Environmental Management

- Green buildings
- Intelligent, energy efficient and green buildings

## > Structure & Contents (continued)

### Public Private Partnerships

- Methodology, solution for provision of infrastructure and maintenance

### Project Management Manual

- Overview and professional development

## > Assessment

As part of our ongoing quality assurance, candidates take part in the following:

- A short open book "Knowledge Gained Survey" on the final day of the programme.
- Compilation and submission of a practical own workplace applicable assignment three months after completion of the course.
- The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignment, and or future career development.

## > Certification

A certificate of completion is issued to delegates who have taken part in the knowledge survey and completed the assignment successfully. A certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, Higher Education Institutions (HEI) have the authority to quality assure its own Short Learning Programmes (SLPs) and the certification is thus also SAQA compliant.

## > Who should attend

The positive impact that PM knowledge and skill could have on your work and private life is hugely underestimated. Anything, work or fun, that are undertaken has financial, time, quality and other limitations. In the built environment/construction industry most of your work is probably PM. Anything that you have to do that has a clear starting and completion point is PM. True professionals in the public and private sectors simply have to know how to practice as PM professionals.

> Comments from delegates who attended previous CPMP courses facilitated by CEA

- Shared valuable information from legal proceedings.
- Very informative, well structured, encouraged class participation.
- Interaction with delegates, making one feel like part of the programme.
- Teaching manner is excellent, material is logical and well organised.
- Enthusiasm and love for construction is really inspirational. Learnt an enormous amount.
- All lecturers are excellent and understand the industry very well.
- Well organised, enriching and informative.
- More time for all!
- Wonderful, relevant reading material given to us.
- Every topic was interesting.
- Overall coverage of the course exceeded what I expected to get from such a course.
- Opened my eyes to the world of project management and will make it my future profession.
- Enjoyed it all. Will definitely recommend to my colleagues.
- Last, but not least, thank you for the informative, exciting and challenging way this course was presented. It is not a course one can easily "gloss over" - and I suspect it was designed to make us work hard and think even harder and for that, we should be thankful!  
How else would we learn?



\* All fields compulsory

## DELEGATE

Title   
Surname   
Known name   
First name   
ID Number   
Age  Gender Male  Female   
Race  African  Coloured  Indian  White  
Email   
Cell   
Tel   
Fax   
Company   
Current position

Number of years in current positions   
Detailed property experience   
Motivation

## DIETARY REQUIREMENTS

Explain:

## SPONSORING COMPANY/ ENTITY TO INVOICE

SAPOA Member? Yes  No   
Name of Company (or individual)   
Main business of sponsoring company   
Accounts contact person   
Tel   
Fax   
Email (person responsible for payment)   
Postal address in full   
Postal Code   
VAT registration

Please obtain signatures from your Line Manager in support of this application:  
Name of line manager

Signature of line manager   
Signature of applicant   
Date

PRINT

CLEAR FORM

## HIGHEST QUALIFICATION

Diploma  Degree  Honours Degree  Masters Degree

Name of qualification

As a consequence of the demand and the limited number of delegates the organisers reserve the right to be selective of applicants.

## COURSE DATE

Date: 11-13 November 2019  
Venue: Roodevalley, Pretoria

## PROGRAMME FEE

SAPOA Members: R 11,300 (VAT exempt)  
Non-Members: R 13,560 (VAT exempt)

The course fee must be paid prior to attendance. An invoice will be issued on acceptance of your registration. Delegates, particularly public sector applicants, must ensure that the applicable account for this course is on the sponsor's vendors list. Before delegates register they should ensure that their attendance has been approved and an official order is issued where applicable. If the sponsor fails to settle the course fee, the delegate will be held personally responsible for payment.

1. Successful applicants will be advised of their acceptance, as soon as possible.
2. Please complete and submit your form. Make and keep a copy for yourself.
3. With your acceptance to the course, an invoice and the relevant banking information will be provided for immediate payment.

**PLEASE NOTE:** Faxed or e-mailed registration forms constitute valid reservations and after acceptance the applicant will be held responsible for payment.

## CANCELLATION POLICY

Cancellations for the course must be received not later than three weeks before the course starts. In the event that the applicant cannot find a replacement, no refund will be made. In case of insufficient applications for the course, we reserve the right to cancel the course. Applicants will be informed and all fees will be refunded immediately.

FAX OR EMAIL a copy of deposit slip together with your registration form to:  
E-mail: info@cea.co.za  
Fax: 086 586 2024

Accommodation and transport are for your own account. A list of suitable accommodation in different price ranges is available on request. Refreshment and lunch are included in the course fee.



## GENERAL INFORMATION

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