MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Project Management

Computerized Project Management(CPM)

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2542	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

This comprehensive Computerized Project Management (CPM) course offered by Magna Skills is designed to equip professionals with the essential skills and knowledge required to effectively plan, execute, and control projects using cutting-edge computerized project management tools.

Participants will gain hands-on experience with industry-leading project management software and develop a deep understanding of how to leverage technology for successful project delivery.

Course Outcomes

1. **Mastering Project Planning:** Learn the fundamentals of project planning and scheduling using computerized tools to create realistic project timelines and allocate resources efficiently.
2. **Effective Communication and Collaboration:** Explore the communication and collaboration features of project management software to enhance team connectivity, facilitate real-time information sharing, and ensure seamless project coordination.
3. **Resource Management:** Understand how to optimize resource utilization through computerized tools, ensuring that project teams have the right skills and capacity to meet project objectives.
4.

Risk Management: Utilize computerized project management tools to identify, assess, and mitigate project risks, ensuring a proactive approach to risk management throughout the project lifecycle.

5. **Monitoring and Control:** Learn how to implement monitoring and control mechanisms using computerized tools, enabling participants to track project progress, identify deviations, and take corrective actions in a timely manner.

6. **Quality Assurance:** Integrate quality assurance processes into project management software, ensuring that project deliverables meet the defined quality standards.

7. **Reporting and Analysis:** Develop skills in generating comprehensive reports and conducting data analysis using computerized project management tools to make informed decisions and provide insights to stakeholders.

Course Outline / Curriculum

Module 1: Introduction to Computerized Project Management

- Overview of project management software
- Key features and benefits
- Selecting the right tool for your projects

Module 2: Project Planning and Scheduling

- Work breakdown structure (WBS)
- Gantt charts and timelines
- Task dependencies and critical path analysis

Module 3: Communication and Collaboration Tools

- Team collaboration platforms
- Document sharing and version control
- Real-time communication channels

Module 4: Resource Management

- Resource allocation and leveling
- Skillset matching
- Capacity planning

Module 5: Risk Management

- Identifying project risks
- Risk assessment and prioritization
- Mitigation strategies

Module 6: Monitoring and Control

- Progress tracking
- Performance metrics
- Change control processes

Module 7: Quality Assurance in Project Management

- Quality planning and standards
- Quality control measures
- Continuous improvement practices

Module 8: Reporting and Analysis

- Customizing project reports
- Data analysis for decision-making
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Stakeholder communication through reports

Prerequisites: Basic understanding of project management concepts is recommended but not mandatory.

Delivery Format: This course will be delivered through a combination of instructor-led sessions, hands-on exercises, and case studies, providing participants with practical skills and knowledge applicable to real-world projects.

Certification: Participants who successfully complete the course will receive a Magna Skills Certification in Computerized Project Management.

Note: The course duration, delivery format, and specific tools covered can be customized based on the organization's requirements.

Target Audience

- Project managers and Project Directors
- Project team members wishing to move into project management roles
- Other operational staff with a basic understanding of project management tools and techniques
- Project planners
- Senior line managers of project staff
- Technical and engineering staff wishing to develop skills in managing projects

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Computerized Project Management(CPM)
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____