

**Surname and initials:** Theresa Bowen

**Student number:** 21631123

**Individual submission:** *Contact session: 1 (Long)*

**Topic(s):** *Project Management and Forecasting*

**Name of my organisation:** Centre for Governance (C-Gov), NWU

**A pseudonym to be used is discussed in class:** N/A

**Nature of business:** Higher Education Department of North-West University

**Brief (one paragraph) description of the scope of the business that I analyse:**

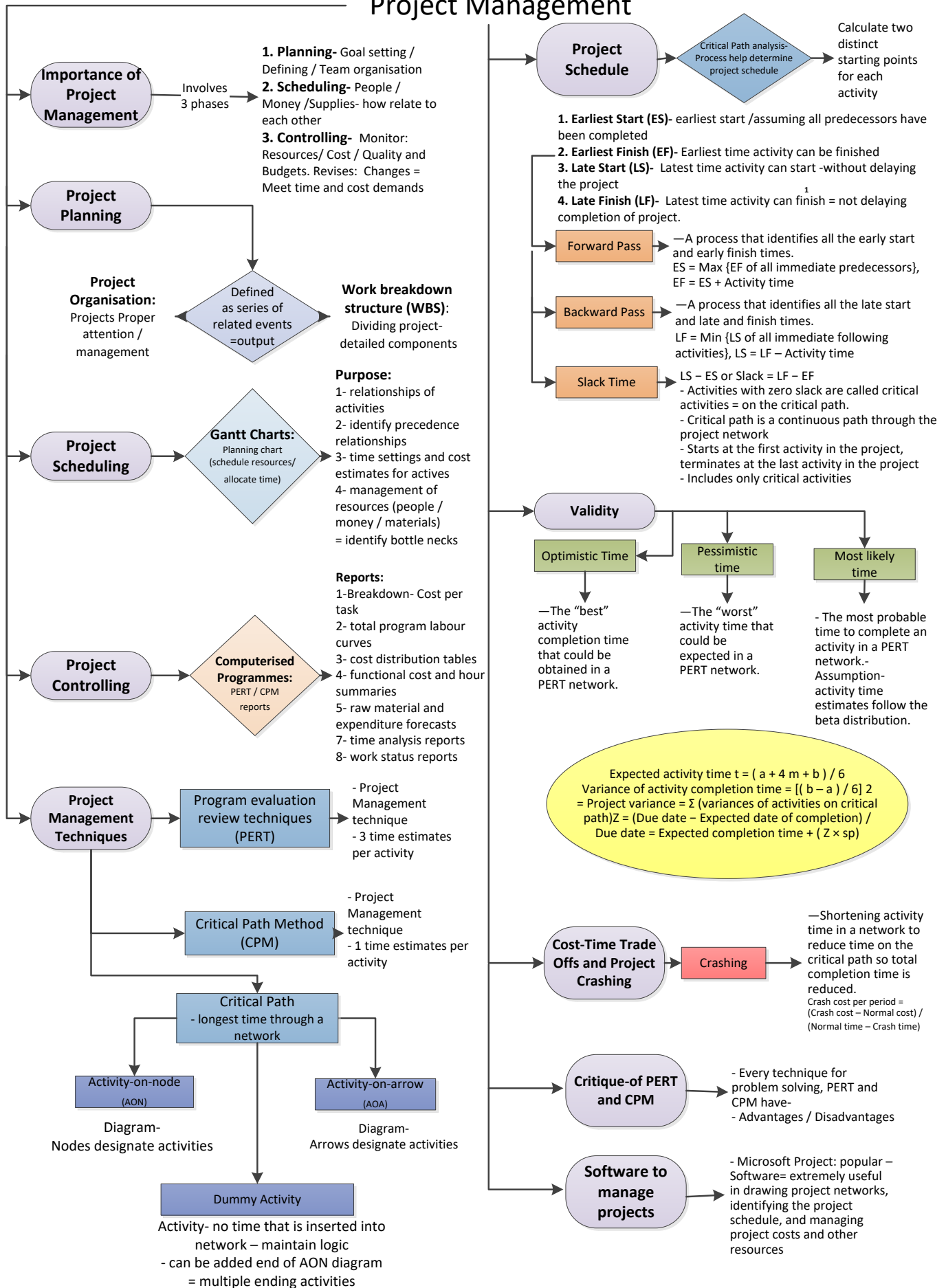
**The core business of the Centre for Governance (C-Gov) is:**

- to apply the academic expertise at the North-West University and elsewhere in a sustainable manner so as to make a positive impact on the public sector, with a particular focus on the local government sector of the North West Province;
- to present appropriate short learning and formal programmes of distinction in an innovative and cost-effective manner;
- to initiate and facilitate consultative interventions;
- to launch initiatives (such as seminars, conferences, and winter/summer schools) where public service problems can be addressed and
- to examine, with the relevant research entities, problem areas in the public sector, and to devise possible solutions and suitable recommendations.

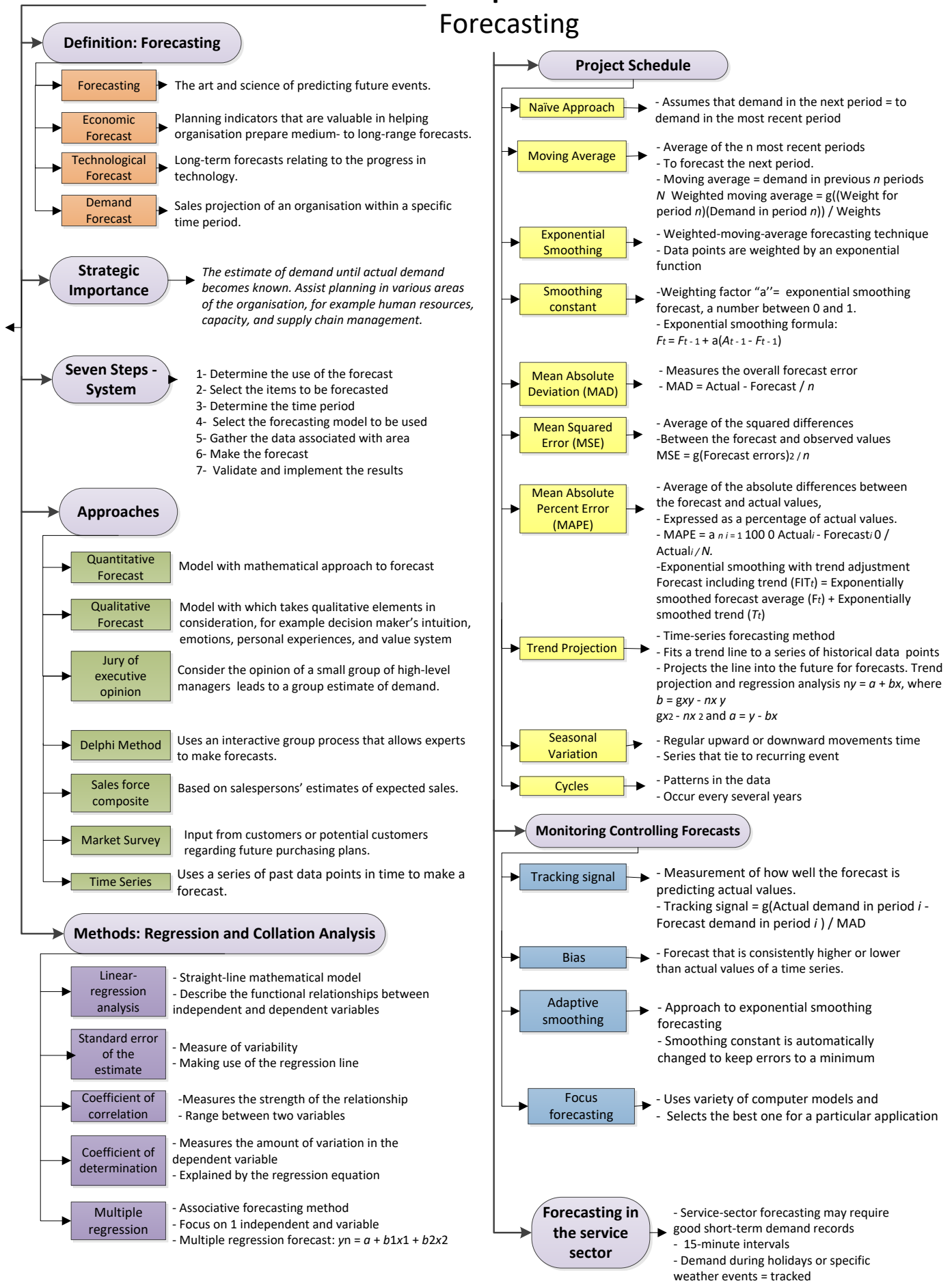
**By submitting this on eFundi, I declare that this submission is my own work!**

# Chapter 3

## Project Management



# Chapter 4 Forecasting



**Nature of business:** C-Gov is a department in the NWU, which offers formal, as well as skills development courses to individuals who work in the Public Sector.

## **Contact session A: How this theory is applied in the organisation at present**

### **Project Management**

- This department subdivided their formal courses, as well as their skills development courses among a group of project coordinators.
- It is the project coordinators responsibility to coordinate sub-projects within the course's life cycle.
- For example, Courses are offered via block contact sessions. During contact sessions, learners meet a lecturing venue in order to attend lectures offered by experts within the specific module.
- It is the coordinator's responsibility to arrange everything related to this contact session. This may include venue booking, catering, and travel arrangements for both the facilitator and the learners, arrangements of study material act.
- It's also the coordinators responsibly to keep within the set budget and monitor expenditures.
- The Coordinator starts its process by developing a course schedule. This is done on a provided template by the centre, and based on preset time guidelines (see Annexure A )
- It is then the coordinator's responsibility to develop sub checklist to do all the actions within the specific project deadline.
- It is also the Coordinators responsibility to adjust the project cycle, and recalculate deadlines should the situation require it to do so.
- There is a critical path in the project timeline- For example, one can make no arrangements if the facilitator and the venue have not been established.

### **Forecasting**

- Forecasting is difficult to determine within this department because of various role players an important role. The role players are as follows:
  - The government: Issues like fees must fall may influence the number of learners
  - The National School of Government: This department indicates the needs of government departments. They also indicate what the recommended content must be of modules
  - School of Government studies- This department indicates what the Academic support of the development of new study material will be.
- This department currently base their forecasting on previous enrolments

- They also adjust their budgets in line with previous expenditures, as well as taking cost increases and inflation in consideration
- Forecasting is only done annually

**Contact session A: Proposals on the improvement of this element of the organisation's operations:**

**Project Management**

- Processes planning should be standardised. Documents used in project s and standard checklist should be used in order to provide consistency among coordinators.
- The manager should make use of charts which enables him/her to monitor all projects within their project cycles at a given time, and so determine if it's on time or not.
- Computer added programs might assist coordinators to determine deadlines and to manage projects more effectively.
- Computer added programs may increase productivity and end assist coordinators to manage their time more effectively. Reports can be generated instantly not manually as currently.
- The impact of crashing should be monitored. Reports should be provided of the impact in order to avoid it in the future. Currently, this is not dealt with as a formal process.
- Critical paths within processes should be established in order to plan ahead alternative options and the impact of them in advance, and not only as crisis controlled actions. This will also enable the manager to determine what influence it may have had on planned cost, quality and time.

**Forecasting**

- Forecasting should be done in various scenarios. Not only as what is happening at the moment
- This will enable the organisation to plan ahead and adjusting to circumstances.
- Forecasting can be done more regularly in order to have a better and accurate understanding.
- Forecasting can be done qualitatively and quantitatively. By doing some market research, this department can determine what the perception may be of stakeholders what the future may be of this department.

## Annexure A: Course schedule



### Course Schedule 2019 (PGPM04) Postgraduate Diploma in Public Management / 1BC D01 - L501P

| MODULE                      |                                            | Orientation                                                                                                                  | FIRST SEMESTER                                           |                                                                        |                                                                          | SECOND SEMESTER                                                    |                                                                       |                                                                     |
|-----------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------|
|                             |                                            |                                                                                                                              | PGPM523 (PTR)<br>Public Sector Transformation and Reform | PGPM517 (PPM)<br>Programme and Project Management in the Public Sector | PGPM521 (HRM)<br>Advanced Human Resource Management in the Public Sector | PGPM518 (PME)<br>Public Sector Planning, Monitoring and Evaluation | PGPM519 (GML)<br>Governance, Public Management and African Leadership | PGPM522 (FMB)<br>Advanced Public Financial Management and Budgeting |
| ONLINE                      | Course material available online           | n/a                                                                                                                          | 6 Feb 2019                                               | 20 March 2019                                                          | 1 May 2019                                                               | 12 June 2019                                                       | 24 July 2019                                                          | 4 Sept 2019                                                         |
| CONTACT SESSION INFORMATION | Contact session                            | 19 Feb 2018                                                                                                                  | 20-22 Feb 2019                                           | 3-5 April 2019                                                         | 15-17 May 2019                                                           | 26-28 June 2019                                                    | 6-8 Aug 2019                                                          | 18-20 Sept 2019                                                     |
|                             | Venue                                      | Orientation & Assignment Writing:<br>Kumakani Country Lodge, Potchefstroom<br><br>e-Learning:<br>NWU Library (Talentool Lab) | Kumakani Country Lodge, Potchefstroom                    | Kumakani Country Lodge, Potchefstroom                                  | Kumakani Country Lodge, Potchefstroom                                    | Kumakani Country Lodge, Potchefstroom                              | Kumakani Country Lodge, Potchefstroom                                 | Kumakani Country Lodge, Potchefstroom                               |
|                             | Contact Session Facilitator (CSF)          | Orientation & Assignment Writing:<br>Mr Willem Mostert<br><br>e-Learning:<br>Ms Mari Moolman                                 | Adv Marlize Kruger                                       | Mr Andre Knipe                                                         | TBC                                                                      | Prof Costa Hofsi                                                   | Prof Barry Hanyane                                                    | Mr Faan Pelsier                                                     |
|                             | Module Coordinator (MC)                    | n/a                                                                                                                          | Adv Marlize Kruger                                       | Mr Andre Knipe                                                         | TBC                                                                      | Prof Costa Hofsi                                                   | Prof Barry Hanyane                                                    | Mr Faan Pelsier                                                     |
|                             |                                            |                                                                                                                              |                                                          |                                                                        |                                                                          |                                                                    |                                                                       |                                                                     |
| FORMATIVE ASSIGNMENT (FA)   | FA is due (23:55)                          |                                                                                                                              | 4 March 2019                                             | 15 April 2019                                                          | 27 May 2019                                                              | 8 July 2019                                                        | 19 Aug 2019                                                           | 30 Sept 2019                                                        |
|                             | FA (Late Submission) (23:55)               |                                                                                                                              | 11 March 2018                                            | 23 April 2019                                                          | 3 June 2019                                                              | 15 July 2019                                                       | 26 Aug 2019                                                           | 7 Oct 2019                                                          |
|                             | Marker Due Date                            |                                                                                                                              | 18 March 2019                                            | 29 April 2019                                                          | 10 June 2019                                                             | 22 July 2019                                                       | 2 Sept 2019                                                           | 14 Oct 2019                                                         |
|                             | FA Marks available                         |                                                                                                                              | 19 March 2019                                            | 30 April 2019                                                          | 11 June 2019                                                             | 23 July 2019                                                       | 3 Sept 2019                                                           | 15 Oct 2019                                                         |
| SUMMATIVE ASSIGNMENT (SA)   | SA Admission for Turn-It-In Report (23:55) |                                                                                                                              | 25 March 2019                                            | 8 May 2019                                                             | 19 June 2019                                                             | 31 July 2019                                                       | 11 Sep 2019                                                           | 23 Oct 2019                                                         |
|                             | Final SA is due (23:55)                    |                                                                                                                              | 1 April 2019                                             | 13 May 2019                                                            | 24 June 2019                                                             | 5 Aug 2019                                                         | 16 Sept 2019                                                          | 28 Oct 2019                                                         |
|                             | SA (Late Submission) (23:55)               |                                                                                                                              | 8 April 2019                                             | 20 May 2019                                                            | 1 July 2019                                                              | 12 Aug 2019                                                        | 23 Sept 2019                                                          | 4 Nov 2019                                                          |
|                             | Marker due date                            |                                                                                                                              | 22 April 2019                                            | 3 June 2019                                                            | 15 July 2019                                                             | 26 Aug 2019                                                        | 7 Oct 2019                                                            | 18 Nov 2019                                                         |
|                             | Moderator due date                         |                                                                                                                              | 29 April 2019                                            | 10 June 2019                                                           | 22 July 2019                                                             | 2 Sept 2019                                                        | 14 Oct 2019                                                           | 25 Oct 2019                                                         |
| FINAL MARKS                 | Final Marks available for learners         |                                                                                                                              | 7 May 2019                                               | 18 June 2019                                                           | 20 July 2019                                                             | 10 Sep 2019                                                        | 22 Oct 2019                                                           | 3 Dec 2019                                                          |

Course Schedule PGPM04 2019 (L501P) / 16 January 2019 / TB