SECTION A:			QUALIFICATION DETAILS			

QUALIFICATION DEVELOPER	Institute of Development Management (IDM) Botswana Campus					

TITLE	Diploma in Project Management				NCQF LEVEL	6
FIELD	Business, Commerce and Management Studies		SUB-FIELD	Project Management	CREDIT VALUE	255

New Qualification				Review of Existing Qualification	√

SUB-FRAMEWORK	General Education		TVET		Higher Education	√

QUALIFICATION TYPE	Certificate	I		II		III		IV		V		Diploma	√	Bachelor	
	Bachelor Honours			Post Graduate Certificate				Post Graduate Diploma							
	Masters							Doctorate/ PhD							

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

Botswana faces an overwhelming need for fast and effective service delivery. The public sector, NGOs as well as donor and aid agencies are increasingly emphasizing outputs-based funding with clearly articulated timelines. Without effective Programme and Project Management, achieving acceptable and effective service delivery is unlikely, and achieving targets set by donor agreements becomes almost impossible. In today's global marketplace, complexity and speed are very important factors to consider. If we take a close look at various projects that are taking place in different corners of the world, we see many of them being initiated with tighter budgets than projects in the past. Aside from this, the project-based business is now growing bigger and bigger every day.

Managing work through projects is a big feature of working life in modern organisations. The experience of the past several years indicates that the modern business is no longer based on operations alone. Project-based business is growing bigger and bigger every single day. Essentially there is revival in the application of project management as an approach to business operation in many local industries. Some key business plans are presently subject to a defined project plan, and with specified delivery and time constraints. The art of project management has changed, and thus today the art of effectual project management needs a new type of skill. Accordingly, the importance of project management training and certification is on the rise.

Project management, though often integrated into various degree programmes as a small segment of the course work, is an entirely independent profession and can be studied as such. There are many facets to

this complex and potentially lucrative profession. A career in project management is well suited to those that are looking for a challenging and diverse work environment, where no two days are ever alike. The need for a project management team in a business usually arises when a company/organisation embarks on a significant initiative. Project management can also contribute to the overall success of a business by ensuring that projects are successfully completed within the constraints of time, cost and quality. Project management is a skill that is in high demand in Botswana and globally. Project managers play a vital role in the economic growth of a developing country such as ours. Therefore, project management training will help each project manager know the what, why, and how of discipline. Along with this, project management training will help managers to understand what fundamental talent project managers need to be more effective and how you can develop them, as well as why business and project alignment is important for project management success.

The diploma in project Management is meant to bridge the gap of project management knowledge for those people who are already charged with project implementation. As a lower level qualification, it offers base for people to further pursue the career in project management.

In line with the national tertiary education trends and educational policy priorities, this program will increase access to undergraduate education while enhancing opportunities for graduate level training in project management. As a home-made and locally available program, the tenets of the Diploma in Project Management will be relevant to the needs of the present-day economy, future challenges of Botswana and sustainability.

Further, the development of the Diploma in Project Management qualification is in line with the recommendations of Tertiary Education Policy of 2008: "Towards a Knowledge Society", Botswana VISION 2036, under Education and Skills Development, *which states that Botswana society will be knowledgeable with relevant quality education that is outcome based, with an emphasis on technical vocational skills, as well as academic competences (Education with production).* Lastly it has been found through various National Development Plans and District Development Plans that only half of the projects were implemented due to lack of implementation capacity by government agencies and therefore the program is designed to build capacity and close the gap between planning and implementation of projects

PURPOSE:

The purpose of the qualification is to equip learners with skills, knowledge and techniques needed for managing the projects, programmes and portfolios in current and future global context leading to fast and effective delivery of service. The programme further facilitates possibilities of self-employment by equipping learners with skills to manage projects even on their personal capacities. It also offers an opportunity for those employed and implementing project to up skill themselves to better manage projects

The purpose of this qualification is to produce graduates who have skills and competencies in;

- Utilizing tools, techniques, principles, practices and methodologies of project management

- Preparing a project management plan

- Executing, monitoring and closure of projects

- Designing monitoring and evaluation procedures for projects

ENTRY REQUIREMENTS *(including access and inclusion)*
1.1 NCQF Level 4 certificate and a credit in English, Mathematics and Science subjects.   1.2 Learners who do not meet the above requirements may be considered in terms of national Policy on Recognition of Prior Learning (RPL) Regulations as well as the Institution Recognition of Prior Learning Policy.

SECTION B	QUALIFICATION SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	**ASSESSMENT CRITERIA**
L.O.1 Demonstrate knowledge of tools, techniques, principles, practices and methodologies of Project management	1.1. Apply key concepts and principles of project management 1.2. Outline the roles of project managers and their teams 1.3. Apply the Project Cycle, Logical Framework, and PRINCE 2 in various knowledge areas of Project Management 1.4. Apply project constraints and how they impact on projects
L.O.2. Apply knowledge of project appraisal, concepts, methods , tools and techniques in selection of right projects	2.1. Apply various feasibility models for project appraisal 2.2. Select a project out of several projects for implementation 2.3. Develop a financial cash flow for a good security project and calculate the quantitative worth of the project 2.4. Determine the worth of the project on critical qualitative issues such as environmental, gender, cultural and political issues 2.5. Compile a project appraisal report indicating final costing as well as discounting methods used
L.O.3. Apply knowledge of project planning to prepare a project management plan	3.1. Prepare a project charter for approval 3.2. Prepare project plans (Scope, Schedule, Cost and Quality) 3.3. Prepare subsidiary project plans (Risk, Resource, Communication, Procurement, Stakeholder) 3.4. Finalize the project plan after consultation with stakeholders
L.O. 4. Demonstrate knowledge of project execution, monitoring and closure	4.1. Implement key processes of managing project execution 4.2. Implement Project Monitoring and Control processes to manage projects 4.3. Apply soft project management skills in execution of projects 4.4. Apply key processes involved in termination of projects 4.5. Apply key processes of project auditing 4.6. Implement records management concepts in managing projects

L.O. 5. Apply knowledge of procurement principles and procedures	5.1. Articulate the procurement cycle and its relationship to projects 5.2. Implement the tendering types and tendering procedures 5.3. Explore the role of procurement in project management 5.4. Design procurement contracts that minimises risk to the project or project manager
L.O. 6. Implement Monitoring and evaluation procedures for projects	6.1. Apply M & E concepts effectively 6.2. Compare and contrast Frameworks and M&E plans for project monitoring 6.3. Utilize appropriate monitoring Indicators 6.4. Apply the process of Data capture, analysis, and reporting
L.O. 7. Apply knowledge of IT applications in Project Management	7.1. Use Microsoft project, Excel applications, softwares for Appraisals such as COMFAR selected projects 7.2. Apply basic IT applications in current use in the in the field of project management to generate information for decision making purposes 7.3. Use IT application to generate various reports for presentation to stakeholders 7.4. Implement Web 2.0/3.0 technologies for collaborative working using a range of static and mobile application technologies.
L.O 8 Demonstrate knowledge of Project Management to investigate a problem	8.1. Apply knowledge gained throughout the programme to identify a particular problem 8.2. Investigate the problem 8.3. Propose solutions to the problem

SECTION C	QUALIFICATION STRUCTURE

FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [5]	Level [6]	Level [7]	
	Academic Writing and Communication Skills	10			10
	Professional Communication		10		10
	ICDL	20			20
	Business statistics	10			10
	Human Resource Management	10			10
CORE COMPONENT Subjects/Courses / Modules/Units	Project Management Fundamentals		10		10
	Project Planning		10		10
	Business Environment		10		10
	Strategic Management		10		10
	Project Appraisal and Proposal writing		10		10
	Project Time and Communication Management		10		10
	Tendering and Contracting in Projects		10		10
	Computer Applications		10		10
	Financial Management		10		10
	Risk Management in project		10		10
	Records Information management		10		10
	Quality Management in Projects		10		10
	Project Monitoring and Evaluation		10		10

	Project Implementation and Control		*10*		*10*
	Research Methods			*20*	*20*
	Research Project			*35*	*35*
ELECTIVE/ OPTIONAL COMPONENT *Subjects/Courses / Modules/Units*					

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	*Credit Value*
5	*50*
6	*150*
7	*55*
TOTAL CREDITS	*255*

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

A minimum total of 255 credits are required at level 6 or above to attain a Diploma Qualification.

The number of contributing credits at level 5 is restricted to a maximum of 50 credits.
The number of contributing credits at level 6 is restricted to a maximum of 150 credits.
The number of contributing credits at level 7 is restricted to a maximum of 55 credits

The qualifications structure is premised on these rules of combination

ASSESSMENT ARRANGEMENTS

ASSESSMENT STRATEGY

Formative assessment
- Course work component of the modules shall be assessed by continuous assessment (CA). This totals 40% for the CA.

Summative assessment
- Modules shall be assessed by Course work, Research Project and a final examination paper for each of the courses studied.
- There will be a mandatory examination at the end of semester which will contribute to 60% of the final assessment grade
- The Research Project/ Practicum will constitute 100% of the final mark. Candidates will be required to undertake the research project or practicum for a full semester.

MODERATION ARRANGEMENTS

INTERNAL AND EXTERNAL MODERATION REQUIREMENTS

Internal moderation and external moderation is conducted across disciplines according to established guidelines.

An Assessor/Moderator must hold at least Bachelor's degree in a relevant field of study or related post graduate professional qualification and be registered and accredited with Botswana Qualification Authority.

RECOGNITION OF PRIOR LEARNING (if applicable)

Candidates may submit evidence of prior learning and current competence and/or undergo appropriate forms of RPL assessment for the award of credits towards the qualification in accordance with applicable RPL policies and relevant national-level policy and legislative framework. Implementation of RPL shall also be consistent with requirements, if any, prescribed for the field or sub-field of study by relevant national, regional and international professional bodies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal and/or diagonal articulation (related qualifications of similar level that graduates may consider.

Graduates of this qualification may consider pursuing related qualification for the purpose of multiskilling, retooling and gain expert knowledge Project Management field. Credit transfer, module mapping and exemptions can be exercised in the following programs of NCQF level 6

Horizontal Articulation

- o Diploma in Operations Management
- o Diploma in Monitoring and Evaluation

Vertical Articulation (qualifications to which the holder may progress to) which is at the level of NCQF level 7

- BSc In Project Management
- BSc in Operations Management
- BSc In Supply Chain

Employment Pathways
On successful completion of this qualification the holder may work as one of the following:

- Project Planners
- Project Schedulers
- Project Controllers
- Project Auditors

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification
A candidate is required to achieve the stipulated total credits inclusive of the fundamental and core to be awarded the qualification with minimum credits of 255

Certification
The Diploma in Project Management will be awarded in accordance with the qualification composition, rules and applicable policies. There is no provision for early exit for this qualification

REGIONAL AND INTERNATIONAL COMPARABILITY

This Diploma compares well regionally (University of Namibia Business School) and internationally with (Australia College of Skills and Education) in terms of scope and content coverage across major subjects of Project Management. In addition, it offers more areas that affect project performance than just Budget, time and cost such as Monitoring and evaluation, Strategic Management and Business environment. It is also aligned to major professional bodies such as Project Management Institute

Similarities

Similarities are in the core project management processes such as planning, scheduling, cost and procurement management and Computer applications

Differences

IDM offers Project Appraisal and proposal writing, strategic management, Business environment and records Information management

REVIEW PERIOD

The qualification will be reviewed every five years or as and when required depending on the changing needs of the market