



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER ONLINE MICROSOFT PROJECTS (BEGINNER TO ADVANCED) COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Online Microsoft Projects (Beginner to advanced) course.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of needs.

Microsoft Projects course was identified by one (01) official in the Directorate: Special and Major Projects.

3. Expected Outcomes/ Deliverables

By end of the training the employee should be able to:

- Create a new project plan,
- Create and organize tasks,
- Create and assign work, material, and cost resources,
- Finalizing a project plan,
- Obtaining approval to baseline the plan,
- Update the project plan to reflect progress as you execute the project,
- Monitoring project progress in the project plan,
- Adjusting the project plan to meet the time cost objectives,
- Controlling time and other constraints,
- Create projects reports to keep the stakeholders informed and
- Create templates for future use.

3.1 The course would cover the following topics:

Unrivaled power and potential:

- Dominant software: MS Project, the industry leader, opens doors to projects and collaboration

- Comprehensive features: Plan, assign resources, track progress, manage budgets, and analyze.
- Best practice aligned Leverage PMBOK® standards for optimal project management.
- Hands-on training: Master advanced functionalities and apply them to real-world projects.

Career advancement and credibility:

- Increased employability: Stand out as a highly sought-after project management expert.
- Higher earning potential: Command premium salaries and advance your career
- Improved professional credibility: Showcase competency with a widely used tool.

Projects success and stakeholders trust:

- Enhanced project planning: Allocate resources effectively, set realistic timelines, and mitigate risks.
- Boosted efficiency and productivity: Streamline workflows, automate tasks, and gain real-time project insight.
- Reduced costs and risks: Avoid delays, overspending, and project failure.
- Stakeholder trust: Build confidence with efficient progress tracking and reporting.

Personal growth and fulfillment:

- Sharpened organizational skills: Develop time management, prioritization, and problem solving.
- Strengthen communication and collaboration: Improve information sharing, delegation, and teamwork.
- Increased confidence and satisfaction: Enjoy the accomplishment of successfully managing projects.

4. Total number to be trained

One (01) employee from Head Office is to attend the course.

5. Certification

Learners should not be subjected to any practical assessment on completion of the course but they should be awarded CPD points.

6. Training Dates

The course should be presented over a period of two (02) days.



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

7. Specific professional experience

The Service provider should be chosen for their training experience have proven relevant experience in management and facilitation of Microsoft Projects course.

8. Special requirements

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

9. All disbursements must be included within the cost per employees.

10. Enquiries

All enquiries should be directed to:

Ms Tshepiso Kubu
Intern Training and Development
(012) 406 1679