



GAUTENG PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

HRD TRAINING SPECIFICATION FORM

Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: CORPORATE SERVICES

SUB-UNIT: INFORMATION COMMUNICATIONS TECHNOLOGY

Part A TRAINING INFORMATION	
Training Programme:	PROJECT MANAGEMENT (APM)
Description of the Training:	Agile project management is an iterative and adaptive approach to managing projects. It focuses
Course Accreditation: YES NO <i>(If YES, Service Provider should attach Proof of Accreditation)</i>	Yes
Date(s) of the Training:	Not yet confirmed
Duration of Course: <i>(No. of days)</i>	10 days
Number of Attendees: <i>(Attach name list)</i>	Attached
Is the Course Aligned to the Current Training Plan: YES NO <i>(If NO, attach approved memo)</i>	Yes
Part B TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	Expected Outcome
The objective of the course: The objective of the APM training for ICT personnel is to equip them with project management skills and knowledge to effectively manage work objectives.	At the end of the course, you will be able to: Understanding Agile Principles and Values: Participants will learn the core values and principles of Agile methodologies, such as adaptability, collaboration, and customer focus. Fostering Collaboration and Teamwork: Courses will emphasize the importance of teamwork, communication, and stakeholder engagement in Agile projects. Adapting to Change: Participants will learn how to respond to changing requirements and feedback effectively, ensuring projects stay aligned with evolving needs. Delivering Value Iteratively:

HRD Contact Details:

Mr. M. Xulu –Mxolisi.Xulu@gauteng.gov.za | **Ms. S. Gama** –Siphesihle.Gama@gauteng.gov.za | **Ms. S. Ndudane** – Spokazi.Ndudane@gauteng.gov.za



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		Agile project management focuses on delivering working software or product increments iteratively, allowing for continuous feedback and improvement. Achieving Customer Satisfaction: A key objective is to ensure customer satisfaction by involving them throughout the project lifecycle and delivering solutions that meet their needs.
Delivery Method: (Face2Face or Online)	In-person	
Is the training programme done by a sole service provider? <u>YES NO</u> (If YES, attach a confirmation letter of sole provider)		No

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Part C | ADDITIONAL INFORMATION

No	Item Description	Yes/No	No. of People
1.	Catering: (attach the full specification for catering including dietary requirements)	Yes	14
2	Venues and Facilities:	Yes	14
3.	Other (Specify):		

General Comments

Service provider to attach proof of accreditation.

Part D | SIGNATORIES

SIGNED BY SUPERVISOR /OR LINE MANAGER:

Compiled by:

Mr / Ms. Jane Zwane

Designation: ASD: SERVICE MANAGER

Date: 28 JULY 2025

Supported / Not Supported / Supported with Amendments

Mr /Ms. SAKNI SOGO

Designation: CIO

Date: 30 July 2025

Comments:

SIGNED BY THE DIRECTOR OF HRD:

~~Approved/ Not Approved/ Approved with Amendments~~

Mr / Ms.

Designation:

Date:

M.Mashabela

Director

27/08/2025

Comments: _____

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GAUTENG PROVINCIAL TREASURY PROCUREMENT SPECIFICATIONS FORM

Directorate	ICT	
Date Prepared	29 August 2025	
Prepared by	Jane Zwane	
Contact No.	0660814522	
Name of the meeting and duration	Agile Project Management (10 days)	
Description of goods/services required	QTY	Dates
Breakfast Coffee/ Tea /Sugar/milk Scones Sandwich 30x Bottles (500ml) of Still / Sparkling Water Assorted sweets Lunch 2x Starch (Rice /Dumpling/ Samp) 2x Protein (Beef Stew / Lamb curry, Grilled Chicken/ fish) 1x hot Veg or roasted vegetables 2x Salads (Greek salad,Spinach, Chakalaka, Potato salad & Pumpkin) 9x carbonated drinks (cans/bottle size 440ml) 5x cans or bottled 100% juice - (cans size 440ml). NB: 1 Delegate is HALAAL NB: The Supplier is required to bring along cutlery	14	Date: TBC