

A program for the Public Sector and for those who are new to Project Management and designed to provide basic skills, knowledge and confidence

Course Framework

The framework of the courses are based on the following 4 phases of a project:

1. Initiate & Scope Projects

- Project Proposal
- Scoping the Project

2. Planning & Scheduling

- Project Planning
- Governance
- Project Schedules
- Risk Management
- Communication Planning
- Project Budgets
- The Project Charter

3. Implementing Projects

- Project Control
- Managing Time
- Managing Quality
- Managing Cost
- Procurement
- Managing Communication

4. Close & Evaluate Projects

- Review & Evaluate
- Project Closure

Overview

This course is suitable for those who are new to Project Management and to Government employment. It is designed to provide the skills for those who wish to assist in the management of projects. Participants will be able to work within project teams and take leadership in some parts of projects. Participants acquire the skills and knowledge to assist in initiating, planning, delivering and closing projects and broad knowledge for working in the public sector.

Assessment

To achieve PSP41204 Certificate IV in Government (Project Management) participants are required to undertake 15 units (10 Required + 5 Electives) and will undertake a series of assignments based on the work they undertake in their workplace. The assignments and course work will provide the necessary evidence for the competencies included in the National Competency Standards.

Program Duration

The course requires class room attendance one day per week for 6 weeks with approximately 3 hours per week additional reading and research. The assignments will take on average another 3 hours per week. The program leader will be available outside the classroom to assist with clarification and assistance to enable participants to achieve competency.

Units of Study

PSPETHC401A	Uphold and support the values and principles of public service
PSPGOV402B	Deliver and monitor service to clients
PSPGOV408A	Value diversity
PSPGOV412A	Use advanced workplace communication strategies
PSPGOV417A	Identify and treat risks
PSPGOV422A	Apply government processes
PSPPOL404A	Support policy implementation
PSPPM401B	Design simple projects
PSPPM402B	Manage simple projects

Choose 1 Elective only from the 2 listed

PSPOHS301A	Contribute to workplace safety
PSP011401B	Implement workplace safety procedures and program (supervisory staff)

* In addition, choose 4 electives from anywhere in the Public Sector training package



CONTACT DETAILS

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