

***A program tailored to the needs of the Public Sector and Project Managers and designed to broaden skills and increase confidence***

## Course Framework

The framework of the three Project Management units are based on the following 4 phases of a project:

### 1. Initiate & Scope Projects

- Project Proposal
- Project Brief
- Scoping the Project

### 2. Planning & Scheduling

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

### 3. Implementing Projects

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

### 4. Close & Evaluate Projects

- Review & Evaluate
- Project Closure

## Overview

This course covers the competencies required of persons responsible for managing projects and for coordination of personnel responsible for the management of projects. The course also provides skills in some facets of Public Sector management.

## Assessment

To achieve the Diploma of Government (Project Management) participants are required to complete 11 Units (10 Required + 1 Elective) and to 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 required for achievement of PSP51304 Diploma of Government (Project Management) as included in the National Competency Standards.

Electives may be drawn from other Training Packages to reflect the particular work context or career plans of the individual. Please note that the full suite of Private Sector Project Management units (9 units) may be substituted for the three required Project Management units listed if this better reflects the way project management is conducted in the organisation.

## Program Duration

The course requires class room attendance one day per week for 12 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 to enable participants to achieve competency.

## Required Units of Study

PSPETHC501B	Promote the values and ethos of Public Service
PSPGOV504B	Undertake research and analysis
PSPGOV505A	Promote diversity
PSPGOV512A	Use complex workplace communication strategies
PSPGOV517A	Coordinate risk management
PSPLEGN501B	Promote compliance with legislation in the Public Sector
PSPOHS501A	Monitor & maintain workplace safety
PSPPM501B	Design complex projects
PSPPM502B	Manage complex projects
PSPPM503B	Close complex projects

## Plus 1 Elective from other Training Packages



## CONTACT DETAILS

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