

A practical program tailored for those who are new to Project Management and designed to provide basic skills, knowledge and confidence

Course Framework

The framework of the course is 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. 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.

Assessment

To achieve Certificate IV in Project Management participants are required to undertake a series of assignments based on the work they undertake in their workplace. Each participant is therefore required to bring a project from their workplace to the course and will apply the project management methodology learned during the course to that project in their assignments. The assignments and course work will provide the necessary evidence for the competencies required for achievement of BSB41504 Certificate IV in Project Management as 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

BSBPM401A	Apply scope management techniques
BSBPM402A	Apply time management techniques
BSBPM403A	Apply cost management techniques
BSBPM404A	Apply quality management techniques
BSBPM405A	Apply human resources management approaches
BSBPM406A	Apply communications management techniques
BSBPM407A	Apply risk management techniques
BSBPM408A	Apply contract and procurement techniques

CONTACT DETAILS

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