

***A practical program tailored to the need of the Project Manager and designed to broaden skills and increase confidence and effectiveness***

## Course Framework

The framework of the course is based on the following 4 phases of a project:

### 1. Initiate & Scope Projects

- Project Proposal
- Project Brief
- Scoping a Project

### 2. Planning Projects

- Project Structure
- Project Reporting
- Risk Mitigation Plan
- Communication Plan
- Financial Plan
- Work Schedule
- Project Charter

### 3. Implement Projects

- Project Monitoring
- Scope Change
- Issue Management
- Finance Management
- Procurement
- Project Reports
- Contract Management
- Leading a Team
- Managing Resources

### 4. Closing & Evaluating Projects

- Review & Evaluation
- Closing Projects

## Overview

This course is suitable for project management practitioners. It is designed to provide the skills for those who wish to manage projects. They will be able to lead project teams and with experience be able to manage increasingly larger and more complex projects. Participants acquire the skills and knowledge to initiate, plan, deliver and close projects.

## Assessment

To achieve a Diploma 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 and will apply the project management methodology learned during the course to their assignments. The assignments and course work will provide the necessary evidence for the competencies required for achievement of BSB51504 Diploma in Project Management as included in the National Competency Standards

## Program Duration

The course requires class room attendance usually one day per week for 7 weeks with approximately 5 hours per week additional reading and research. The assignments will take on average another 4 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

BSBPM501A Manage application of project integrative processes  
BSBPM502A Manage project scope  
BSBPM503A Manage project time  
BSBPM504A Manage project costs  
BSBPM505A Manage project quality  
BSBPM506A Manage project human resources  
BSBPM507A Manage project communications  
BSBPM508A Manage project risk  
BSBPM509A Manage project procurement

## CONTACT DETAILS

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