

# Project Management (AQF 5)

## Managing Successful Projects and Leading Teams

### Course Overview

The course is aimed at project managers and experienced team members seeking to improve leadership and project management capability. It covers the nine functions of project management:

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resources Management
- Communication Management
- Risk Management
- Procurement Management

Two day course covers project management principles, techniques and tools using a step-by-step methodology for managing projects. Course material includes definitions, checklists, examples and templates.

Typically participants apply project management tools and techniques to current or planned projects.

The course is based upon:

- The Project Management Body of Knowledge
- Level 5, National Competency Standards for Project Management (NCSPM) ie AQF 5
- National Public Services Training Package (PSP99)

### Course Outcomes

*On finishing this course participants should be able to manage the definition, planning, implementation, control and successful completion of projects.*

### Course objectives

- Produce a project strategy which satisfies key stakeholder requirements
- Develop a realistic project plan
- Implement a project in accordance with agreed performance requirements
- Complete a project in accordance with agreed stakeholder success criteria

### Course Units

1. Project Management Fundamentals
2. Initiation phase (starting a project)
3. Development Phase (planning the project)
4. Implementation Phase (achieving the plan)
5. Finalisation Phase (completing the project)

See overleaf for more information.

### Course Details

**Dates:** 11-12 August 2008 and 13-14 November 2008  
**Time:** Start - 9.00 am. Finish - 4.30 pm  
**Venue:** Australian Institute of Project Management, Level 9, 139 Macquarie Street, Sydney or alternative venue (subject to confirmation).

**Cost**      o \$900 per delegate.  
**incl. GST:** o \$850 each for 2 or 3 delegates.  
                  o \$800 each for 4 or more delegates  
**Payment:** Required at least 15 days prior to course.

#### Participants receive:

- A course workbook & handouts
- Coffee/tea on arrival & during breaks
- Lunch: sandwiches, fruit & cheese platter

#### Cancellation:

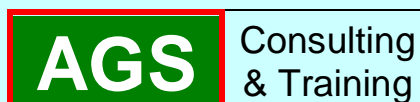
Please refer to booking form for our cancellation policy

### For more information

Please contact us:

Phone	(02) 9810 6413
Fax	(02) 9810 6419
E-mail	gspl@bigpond.net.au
Web site	www.agsconsulting.com.au
Address	2 Longview Street, Balmain Sydney, NSW 2041, Australia

Courses endorsed by the Australian Institute of Project Management



# Overview of (AQF 5) Course Content

## Unit 1 Project Management Fundamentals

- What is a project?
- What is project management?
- The nine functions of project management
- Time, cost, quality relationship
- Project control cycle
- Pareto principle
- Project life-cycle
- Project processes
- Key project management terms
- Organisational context
- Project environment
- The client
- Stakeholder management
- Project success
- Project management skills including:
  - Communication
  - Leadership
  - Negotiation
  - Decision-making

## Unit 2 Initiation Phase

- Define purpose
- Identify stakeholders
- Analyse needs
- Determine requirements
- Establish objectives
- Generate options
- Evaluate options

## Unit 3 Development Phase

- Plan scope
- Define scope
- Define activities
- Sequence activities
- Estimate activity durations
- Develop schedule
- Plan resources
- Estimate costs
- Develop budget
- Plan quality
- Plan organisation
- Acquire staff
- Plan communications
- Identify risks
- Quantify risks
- Develop risk responses
- Plan procurement
- Plan solicitation (of tenders)
- Develop project plan

## Unit 4 Implementation Phase

- Execute project plan
- Verify scope
- Assure quality
- Develop team
- Distribute Information
- Solicit (request & receive proposals)
- Select source/contractor(s)
- Administer contract
- Control overall change
- Control scope change
- Control schedule
- Control cost
- Control quality
- Control risk response
- Report performance

## Unit 5 Finalisation Phase

- Close-out contract
- Administer closure
- Evaluate project
- Update knowledge