

# Project Management (AQF 5) Course

## 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. The course includes a qualification assessment. 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

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
- Australian Institute of Project Management Certified Practising Project Manager Standard
- Business Services Training Package (BSB51407 – Diploma level)
- ISO 21500 Project Management
- ICB IPMA Competence Baseline

### Assessment and Award Options

The *four day course* includes progressive assessment – upon satisfying criteria candidates are awarded a Diploma of Project Management as well as [GAPPS Global Certification](#). Eligible candidates may also complete [AIPM RegPM Certification](#).

Delegates attending the *two-day course* may complete evidence for the Diploma, GAPPS and RegPM after finishing the course (see booking form).

### 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)

*Units cover hard (science) and soft (art) aspects of managing projects and leading teams.*

See overleaf for an overview of course content.

### Course Details

**Dates:** 9-10 Feb, 6-9 Mar, 7-8 Jun 2012

**Time:** Start - 9.00 am. Finish - 4.00 pm

**Location:** Quality Venue, Sydney CBD

#### Delegates receive:

- A course workbook & handouts (electronic)
- Coffee/tea on arrival & during breaks
- Lunch (30 minutes): sandwiches & fruit platter

#### Cancellation:

Please refer to booking form for our cancellation policy

#### Diploma Qualification

AGS assessment via Agreement with Project Performance Group, Registered Training Organisation (Assessment). For the four day course, delegates are encouraged to bring laptop computers to workshops.

### For more information

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# 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