

# Project Management Basics (AQF 4)

## An introductory course in project management

### Online/Distance Course Overview

The course is aimed at participants with little or no project management knowledge or experience. It concentrates on the nine functions of project management, ie:

- Integration Management (limited coverage)
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resources Management
- Communication Management
- Risk Management
- Procurement Management

The course covers project management principles, techniques and tools using a step-by-step approach with 45 steps, for contributing to / managing small/simple projects of any type.

Course material (full list available upon request) includes a study guide, self assessment questions and answers manual, project management guides, slides, reference papers, standards, definitions, checklists, examples, templates, assessment guidance and sources of more information.

Typically project management tools and techniques are applied to current or planned projects. The course can be started and finished at any time.

The course is based upon:

- The Project Management Body of Knowledge
- Australian Institute of Project Management Certified Practising Project Practitioner Standard
- Business Services Training Package (BSB07)

### Course objectives

- Increase knowledge, understanding and workplace competence in project management
- Apply project management functions, tools and techniques to current or future projects
- Provide a practical methodology to initiate, develop, implement and finalise projects which

### Course Outcomes

On finishing this course participants should be able to contribute to the definition, planning, implementation, control and successful completion of projects or project manage simple projects from start to finish.

### Course Units

1. Project Management Fundamentals
2. Scope Management
3. Time Management
4. Cost Management
5. Initiation Phase (starting a project)
6. Development Phase (planning the project)
7. Implementation Phase (achieving the plan)
8. Finalisation Phase (completing the project)

See overleaf for more information.

### Certification and Qualifications

AGS offer the option of preparing evidence for assessment leading to AIPM CPPP certification and/or a Certificate IV in Project Management in partnership with the Project Performance Group, Registered Training Organisation (assessments).

Courseware includes extensive support to aid the preparation of evidence. This includes an Evidence Guide for Portfolio Creation, templates, examples of required evidence.



### For more information

Please contact Alan Schwartz and/or view our website for more information including pricing:

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An Australian Institute of **Project Management** Endorsed Course Provider

# Overview of Course Content (AQF4)

## 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

## Unit 2 Scope Management

- Scope planning
- Scope definition
- Activity definition
- Change management

## Unit 3 Time Management

- Activity sequencing
- Duration estimating
- Contingency allowances
- Schedule
- Schedule control

## Unit 4 Cost Management

- Resource planning
- Cost estimating
- Cost budgeting
- Cost control

## Unit 5 Initiation Phase (limited coverage)

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

## Unit 6 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 7 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 8 Finalisation Phase

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