

Project Management (AQF 5)

Managing Successful Projects and Leading Teams

Online/Distance 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

The course covers project management principles, techniques and tools using a step-by-step approach to managing projects.

Course material (full list available upon request) includes a study guide, self assessment questions and answers, manual, project management guide, 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 Practicing Project Manager Standard
- National Competency Standards for Project Management (BSB51407 – Diploma level)

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 Outcomes

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

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.

Certification and Qualifications

AGS offer the option of preparing evidence for assessment leading to AIPM CPPM certification and/or a Diploma of 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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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