

Project Management Basics (AQF 4)

An introductory course in project management

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

We cover project management principles, techniques and tools using a step-by-step methodology, with 45 steps, for managing workplace 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 Practitioner Standard
- Business Services Training Package (BSB07)

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 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 satisfy the requirements of the client and other key stakeholders.

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.

For more information

Please refer to our brochure 'Project Management Programs' and/or contact us:

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AGS Consulting & Training is an Australian Institute of **Project Management** Endorsed Project Management Course Provider.

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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