

# BSB41515 Certificate IV in Project Management Practice

## 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 ten functions (PMBOK®) of project management, ie:

- Integration Management (limited coverage)
- Scope Management
- Schedule Management
- Cost Management
- Quality Management
- Human Resources Management
- Communication Management
- Risk Management
- Procurement Management
- Stakeholder 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:

- BSB41515 Certificate IV in Project Management Practice
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – 6th Edition
- AIPM Professional Competency Standards for Project Management Part B – Certified Practising Project Practitioner (CPPP)

### Assessment and Award Options

The course includes progressive assessment – upon satisfying criteria candidates are awarded BSB41515 Certificate IV in Project Management Practice. On completion of the course delegates are eligible to receive AIPM's RegPM Certification at Certified Practising Project Practitioner (CPPP) level when applying for Associate Membership.

### 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 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 Topics

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)

**PTO for more information including 12 Units**

### Course Details

**Duration:** 4 days

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

**Venue:** To be agreed

#### Participants receive:

- Course workbook & extensive handouts (electronic)
- Catering to suit Client needs (and budget)

### Certification and Qualifications

The Certificate IV in Project Management Practice is delivered via Agreement with Australia Institute of Business and Technology (AIBT) RTO 41138. AGS deliver the training and undertake assessments. Qualifications are awarded by Registered Training Organisations 41138 or 91063 (Motivate Training). Participants may also undertake AIPM RegPM Certification and/or complete BSB41515 via Recognition of Prior Learning (RPL) – please contact AGS Consulting & Training (AGS) for more information.

A laptop speeds up the evidence collection & assessment process plus gives easy access to courseware including templates.

### For more information

See Booking Form, [assessment](#) and [FAQ's](#)

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# Overview of BSB41515 Course Content

## BSB41515

### Certificate IV in Project Management Practice Units

BSBPMG409	Apply project scope-management techniques
BSBPMG410	Apply project time-management techniques
BSBPMG411	Apply project quality-management techniques
BSBPMG412	Apply project cost-management techniques
BSBPMG413	Apply project human resources management approaches
BSBPMG414	Apply project information management and communications techniques
BSBPMG415	Apply project risk-management techniques
BSBPMG416	Apply project procurement procedures
BSBPMG418	Apply project stakeholder engagement techniques

### Unit 1 Project Management Fundamentals

- What is a project?
- What is project management?
- The ten functions of project management
- Time, cost, quality relationship
- Project control cycle
- Pareto principle
- Project life-cycle
- Project processes
- Key project management terms

### 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