BSB40920 - 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 covers the ten functions of project management. The course aligns with A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 6th and 7th editions.

Online, Public & in-company course

We deliver the BSB40920 - Certificate IV in Project Management Practice course online, public & in-company.

Please see our website as follows:
Training courses https://www.agsconsulting.com.au/training.html
Online https://www.agsconsulting.com.au/training/online.html
Public https://www.agsconsulting.com.au/training/public.html
In-company https://www.agsconsulting.com.au/training/in-company.html

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 & techniques to current/planned or case study projects

The course is based upon:

- BSB40920 - Certificate IV in Project Management Practice
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – 6th and 7th Edition
- AIPM Professional Competency Standards for Project Management Part B – Certified Practising Project Practitioner (CPPP)

Course duration varies from 50-390 hours depending upon various factors including experience, speed of working & extent of pre-existing evidence.

Assessment and Award Options

The assessment process is summarised as follows:

- Usage of workplace templates/deliverables for evidence of skills. AGS provide templates, examples and checklists for a project from start to finish. AGS templates may be used to supplement gaps in workplace templates or a substitute where none are available
- Completion of an Assessment Record Book (ARB), primarily answering knowledge and understanding questions (no exam!).

For more information see FAQ's.

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 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.

Cost $2,750 - public. $2,500 – online inc GST
In-company fee depends on delegate numbers, location etc

Certification and Qualifications

Upon satisfying BSB40920 criteria candidates are awarded the Certificate IV and Certified Practising Project Practitioner (CPPP) certification on joining AIPM as an Associate or full member. Alan Schwartz delivers the training and undertakes assessments. Qualifications are awarded by Registered Training Organisation Australia Institute of Business and Technology #41138.

Candidates may also complete BSB40920 via Recognition of Prior Learning (RPL) – please contact us for more information.

For more information

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Overview of Course Content (BSB40920)

BSB40920 - Certificate IV in Project Management Practice Units

BSBPMG420 Apply project scope-management techniques
BSBPMG421 Apply project time-management techniques
BSBPMG422 Apply project quality-management techniques
BSBPMG423 Apply project cost-management techniques
BSBPMG424 Apply project human resources management approaches
BSBPMG425 Apply project information management and communications techniques
BSBPMG426 Apply project risk-management techniques
BSBPMG427 Apply project procurement procedures
BSBPMG429 Apply project stakeholder engagement techniques

AGS Consulting & Training have mapping documents, available upon request, which map our course content to PMBoK and BSB40920 - Certificate IV in Project Management Practice.

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 (limited coverage)

- 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