

# 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 covers the ten functions of the Project Management Body of Knowledge (PMBOK®):

- 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 (BSB41518 after released)
- 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. For more information see Booking Form, [assessment](#) and [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.

### Course Details

**Dates:** 5-8 Feb 2019, 9-12 Apr 2019, 7-10 May 2019, 23-26 Jul 2019, 8-11 Oct 2019, 5-8 Nov 2019

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

**Venue:** Quality venue in Sydney CBD (Mantra on Kent, Grace Hotel, Menzies, Adina)

**Cost:** \$1,750 (discounts for 2 or more delegates)

**Book:** See [enrol and pay](#).

#### Participants receive:

- A course workbook & handouts (electronic)
- Fully catered

### Certification and Qualifications

The Certificate IV in Project Management Practice is delivered via Agreement with Registered Training Organisation Pro Leaders Academy (RTO #45024). AGS deliver the training and undertake assessments. Qualifications are awarded by Pro Leaders Academy.

Laptop/tablets aid evidence generation in workshops. Candidates 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. After completing workshops delegates have 12 months to submit evidence (extended by agreement). A laptop speeds up the evidence collection & assessment process plus gives easy access to courseware including templates.

### For more information

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# Overview of Certificate IV Course Content

## BSB41515 Certificate IV in Project Management Practice Units

BSBPMG409	Apply project scope-management techniques
BSBPMG410	Apply project time-management techniques
BSBPMG41A	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

AGS Consulting & Training have mapping documents, available upon request, which map our course content to PMBoK and BSB41515 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

- 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