

# BSB51415 Diploma of Project Management Course

## Course Overview

The course is aimed at project managers and experienced team members seeking to improve leadership and project management capability. It covers the ten functions of A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fifth Edition:

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resources Management
- Communication Management
- Risk Management
- Procurement Management
- Stakeholder Management

The course includes pre-course work, a workshop, post workshop evidence development and the qualification assessment.

See overleaf for an overview of course content.

Course covers project management principles, techniques and tools, hard (science) and soft (art) aspects, using a step-by-step approach to managing 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 / consistent with:

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition
- Australian Institute of Project Management Certified Practising Project Manager Standard
- Diploma BSB51415 (12 Units - PTO)
- ISO 21500 Project Management
- ICB IPMA Competence Baseline

## Assessment and Award Options

The course includes progressive assessment – upon satisfying criteria candidates are awarded BSB51415 Diploma of Project Management.

## Course Outcomes

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

## Course objectives

- Produce a project strategy which satisfies key stakeholder requirements
- Develop a realistic project management plan
- Implement a project in accordance with agreed performance requirements
- Complete a project in accordance with agreed stakeholder success criteria

## Course Modules

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 an overview of course content.

## Course Details

**Dates:** To be agreed

**Duration:** 4 days

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

**Location:** To be agreed

**Delegates receive:**

- A course workbook & handouts (electronic)
- Catering as agreed with Client

## Diploma Qualification

AGS deliver the training and undertake assessments via Agreement with Australia Institute of Business and Technology (AIBT), Registered Training Organisation Registration number [41138](#). The Qualification is awarded by AIBT.

AGS also offer RPL and the option of preparing evidence for assessment leading to AIPM CPPM certification.

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

## For more information

Please contact Alan Schwartz

E-mail: [gspl@bigpond.net.au](mailto:gspl@bigpond.net.au)

Phone: (02) 9810 6413

Web: [www.agsconsulting.com.au](http://www.agsconsulting.com.au)



# Overview of Course Content

## 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
- Organisational context
- Project environment
- Governance
- 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

### BSB51415 Diploma of Project Management Qualification – 12 Units

BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration
BSBPMG518	Manage project procurement
BSBPMG519	Manage project stakeholder engagement
BSBPMG520	Manage project governance
BSBWOR502	Ensure team effectiveness

AGS Consulting & Training have mapping documents, available upon request, which map our course content to PMBoK and BSB51415 Diploma of Project Management.