



## DIPLOMA OF PROJECT MANAGEMENT

2019

BSB51415

### Course Fees

Cost \$4,500

For	Project Management Practitioners Project Team members
2019 Dates	7 <sup>th</sup> and 21 <sup>st</sup> March 4 <sup>th</sup> and 18 <sup>th</sup> April 2 <sup>nd</sup> 16 <sup>th</sup> and 30 <sup>th</sup> May
Time	9:00 am –5:00 pm (8:45 am arrival)
Catering	Lunch Provided
Facilitator	The Centre for People Development RTO#40038
Location	EDC Building, Milner St, Hindmarsh

### Overview

This Diploma of Project Management course is for managers or leaders of projects who want to develop their skills and knowledge in excellent project management and gain a nationally recognised qualification.

Commencing February 2019, the course is a combination of seven (7) one (1) day workshops and course work undertaken by participants usually as part of their own workplace projects. A comprehensive set of manuals is included to provide additional reading including a valuable range of tools, templates and instruments which, in soft copy, are ready for use in participants' workplaces.

Assignments, provided electronically, are completed between sessions and contribute to the overall assessment of the course. Participants will need 10-12 hours for work to be done each week as well as undertaking their projects in the workplace. Final submission of work for assessment is usually 8-10 weeks after completion of the workshops.

### Content

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Specifically:

- People who manage projects
- Professionals who may require the qualification
- People who wish to improve their skills
- People who wish to follow a career as a Project Manager

The Diploma of Project Management course is presented by the Centre for People Development, a nationally registered training organisation.

**If you are looking for a course which turns the theory into practical tools and techniques, this is it.**

The registration fee includes:

- Comprehensive printed materials
- Project Templates and assessment documentation
- Lunch provided each day
- Standard assessment
- Issuing and reporting the Diploma of Project Management qualification
- Any RPL of assessment requirements beyond the standard course



The Centre for People Development RTO#40038  
PO Box 106  
GOODWOOD SA 5034

1300 366 056 [simon@cpdbiz.com.au](mailto:simon@cpdbiz.com.au)



[www.peopledevelopment.com.au](http://www.peopledevelopment.com.au)



**DIPLOMA OF PROJECT MANAGEMENT**

**2019**

**BSB51415**

## Unit Schedule

1. BSBPMG511:Manage Project Scope
2. BSBPMG512:Manage Project Time
3. BSBPMG513:Manage Project Quality
4. BSBPMG514:Manage Project Cost
5. BSBPMG515:Manage Project Human Resources
6. BSBPMG516 Manage Project Information and Communication
7. BSBPMG517:Manage Project Risk
8. BSBPMG521:Manage Project Integration
9. BSBPMG518:Manage Project Procurement
10. BSBPMG519:Manage Project Stakeholder Engagement
11. BSBPMG520:Manage Project Governance
12. BSBWOR502:Lead and Manage Team Effectiveness

## Why do a Diploma of Project Management with the Centre for People Development?

CPD's Diploma of Project Management course is facilitated by Jocelyn Morrison Butler and Mike Nolan. CPD trainers are industry experts, work as program managers and also run their own project management companies. The Diploma is particularly relevant for people currently engaged in a project and those who wish to gain or refresh skills in leading a project.

It brings together people from a range of organisations to share their project experience, challenges and successes. Trainers Jocelyn and Mike bring their own successes, learning and insights from a myriad of projects from policy to infrastructure and mining industries, Government and IT. The combination makes for a dynamic, practical and relevant course for all participants

## Who should do this course?

This program is for existing workers within a project management role - ie project team members and / or project practitioners with current experience working with projects in the organisation.

## Benefits to your organisation

This is a nationally recognised, high quality professional development program. Participants in this program will undertake a work-based project as part of the course assessment requirements, contributing to the employer organisation as they learn. Once completed, this course further provides participants with a comprehensive set of project management tools and templates for future projects.





## DIPLOMA OF PROJECT MANAGEMENT

BSB51413

### Program Content

#### 1. Manage Project Scope (BSBPMG511)

Scoping is the process through which the desired outcome of the project is agreed, once all factors impacting on the project have been identified. This unit describes the performance outcomes, skills and knowledge required to determine and manage project scope. It includes:

- Obtaining Project Authorisation
- Developing a Scope Management Plan
- Managing the application of project scope controls

#### 2. Manage Project Time (BSBPMG512)

“The timeline of a project schedule is not static.” This unit describes the performance outcomes, skills and knowledge required to manage time in projects. It involves:

- Determining and implementing the project schedule
- Assessing time management outcomes

#### 3. Manage Project Quality (BSBPMG513)

Quality is “the degree to which a set of inherent characteristics fulfil requirements.” Manage Project Quality describes the performance outcomes, skills and knowledge required to manage quality in projects. It involves:

Determining quality requirements

- Implementing quality control and assurance processes
- Using review and evaluation to make quality improvements in current and future projects.

#### 4. Manage Project Cost (BSBPMG514)

Well-researched cost planning is paramount to the success of your project. This unit describes the performance outcomes, skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

#### 5. Manage Project Human Resources (BSBPMG515)

This unit describes the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

#### 6. Manage Project Information and Communication (BSBPMG516)

Communication is simply the passage of information from one person or group of persons to another person or group or persons. This unit describes the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

#### 7. Manage Project Risk (BSBPMG517)

Project risks cannot be eliminated entirely, but many of them can be anticipated and reduced. Manage Project Risk describes the performance outcomes, skills and knowledge required to manage risks that may impact on achieving project objectives. It includes:

- Identifying, analysing, treating and monitoring project risks
- Assessing Risk Management outcomes

#### 8. Manage Project Integration (BSBPMG521)

This unit describes the performance outcomes, skills and knowledge required to integrate and balance the overall project management functions of Scope, Time, Cost, Quality, Human Resources, Communications, Risk and Procurement across the project life cycle; and to align and track the project objectives to comply with organisational goals, strategies and objectives.

#### 9. Manage Project Procurement (BSBPMG518)

Project Procurement Management is the process of purchasing or acquiring any products, services, or results needed from outside the project team. This unit describes the performance outcomes, skills and knowledge required to undertake procurement in projects. It involves:

- Determining procurement requirement
- Establishing agreed procurement process
- Conducting contracting and procurement activities
- Managing finalisation processes

#### 10. Manage Project Stakeholder Engagement (BSBPMG519)

This unit describes the performance outcomes, skills and knowledge required to manage stakeholder relationships during a project. It involves ensuring the timely and appropriate involvement of key individuals, organisations and groups throughout the project.

#### 11. Manage Project Governance (BSBPMG520)

This unit describes the performance outcomes, skills and knowledge required to establish and implement project governance. It involves identifying, applying, monitoring and reviewing Project Governance.

**12. Lead and manage Team Effectiveness (BSBWOR502)** This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves:

- Taking a leadership role in the development of team plans
- Leading and facilitating teamwork
- Actively engaging with the management of the organisation

