

Duration 2 Days

TC1025

OVERVIEW



Industry research shows that a third of all projects are delivered late. To add to this, even more come in over budget or run past the original deadline, and 28% fail altogether. How you lead a project or perform in a project team can dictate the success or failure of each initiative or project that you are involved in, regardless of its size or complexity.

Our interactive workshop provides you with proven techniques, tools and processes to deliver projects within specification, on time and on budget.

The workshop is aligned with the Project Management Body of Knowledge (PMBOK®), current research and best practice industry standards, as well as drawing upon the extensive experience of PM-Partners group's continuing involvement in managing projects. The content and principles addressed are also aligned with the National Competency Framework Standards for Certificate IV in Project Management (BSB 41507), allowing assessment at this level for participants who wish to further formalise their skills and knowledge.

WORKSHOP OBJECTIVE

This workshop will provide participants with the essential knowledge and skills to either manage a project or be an effective, valuable member of the project team. It covers the fundamental steps in any project life cycle, using a case study approach in order to follow a project from conception through to completion.

TARGET AUDIENCE

This workshop is designed for:

- Project Managers wishing to formalise their skills or to revisit fundamental principles.
- Members of Project Teams who wish to broaden their understanding of the Project Management Framework and disciplines.
- Technical specialists/engineers moving into a project management/team leadership role, or working for a project manager.
- Individuals wishing to progress to assessment against the National Competency Standards for Certificate IV in Project Management (optional).

PREREQUISITES

Participants should currently be working in a project environment or planning to do so in the near future.

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ASSESSMENT OPTIONS

CERTIFICATE IV IN PROJECT MANAGEMENT

(BSB 41507)

Eligibility Criteria

In order to be awarded the Certificate IV Project Management, candidates must demonstrate competence at Australian Qualifications Framework (AQF) level IV in the nationally endorsed project management competency standards. Each competency standard is made up of Elements, broken down into individual Performance Criteria.

Demonstration of these competency standards must be in the form of documentary evidence, and every Performance Criterion must be successfully demonstrated.

Typical examples of evidence include (but are not restricted to):

- Project plans
- Reports
- Reviews
- Meeting minutes
- Emails
- References or testimonials, as supporting evidence.

Assessment is conducted based upon the portfolio of evidence described above and a face-to-face [or remote](#) interview. It is not an exam.

Participants wishing to pursue the assessment pathway for the Certificate IV in Project Management can arrange an assessment by contacting the PM-Partners group Customer Service Team on 02 9900 1400 or info@pm-partners.com.au.

This workshop is usually purchased as a package including the Certificate IV in Project Management assessment preparation. However it may also be purchased as a stand alone workshop, ie. the 2 day Project Management Fundamentals workshop.

LEARNING OUTCOMES AND FACILITATION

Successful completion of this course will enable participants to:

- Assimilate essential tools and disciplines for planning and controlling projects effectively.
- Scope a project and create a reliable schedule.
- Understand how to identify, manage and control change throughout a project.
- Manage pitfalls in estimating.
- Make successful cost/schedule/scope trade-offs.
- Create schedules, manage resources, track and control project plans.
- Deliver project outputs to appropriate quality standards.
- Contribute to the identification and management of project suppliers.
- Manage stakeholder expectations and communication.

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DELIVERY

Facilitators of this workshop will use a case study delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook. Our participants are also entitled to complementary telephone consultation/advice within 60 days of workshop completion.

All workshops can be customised to suit your requirements, using a project scenario from your workplace as a case study.

Optional training modules that may be added to this course:

- Additional 3rd day overview of Microsoft Project – a powerful tool for assisting you with planning and controlling your projects.
- Additional advanced project management modules – e.g. risk, cost, change management.



Endorsed by the Australian Institute of Project Management. PM-Partners group are registered AIPM Assessors and recognised as a Project Managed Organisation by the Australian Institute of Project Management.

**14 PROFESSIONAL
DEVELOPMENT UNITS
(PDUs) AWARDED**

PM-Partners group is a Global PMI (Project Management Institute) Registered Education Provider. Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 14 PDUs for their participation in this workshop.



Workshop Content Summary

- What Makes Projects Succeed?
 - Reviewing project successes and their inherent characteristics

- The Essential Project Management Philosophy
 - Defining a project and project management
 - Project management parameters – ‘Principle of Triple Constraint’
 - Critical skills for successful project management

- The Project Life Cycle
 - Examining life cycles and their significance within a project environment
 - Examining phase activities, milestones and gates
 - Identifying phase deliverables and their importance

- Project Planning
 - Defining the project – project scoping
 - Creating the Work Breakdown Structure (WBS) and scheduling
 - Understanding the Critical Path and how a Project Manager controls it
 - Successful estimating and cost management techniques
 - Introduction to procurement planning and vendor selection
 - Quality planning
 - Project baselining

- Project Implementation and Control
 - Project tracking and control
 - Applying a disciplined change control management method
 - Managing vendors
 - Managing project quality and understanding its role within continuous organisational improvement
 - Project reporting and communication

- Closing the Project
 - Project completion and formal closure
 - Post implementation reviewing and gathering lessons learnt