



# Project Management Fundamentals

(Module 1 of our Project Management Professional Development Program)

Duration: 2 days

“ PM-Partners have been leaders in project management certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. ”



## 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 course provides you with proven techniques, tools and processes to deliver projects within specification, on time and on budget.

The course is aligned with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, current research and best practice industry standards, as well as drawing upon the extensive experience of PM-Partners group's broad ranging and continuing involvement in assisting organisations to achieve rapid results in project delivery capability.

## Course Objective

As its name implies, this course will provide participants with the essential knowledge and skills to both manage a project end-to-end, and/or be an effective and valuable member of the project team.

The course covers the fundamental steps in every project's life cycle and uses a real-life case study approach to follow a project from conception through to completion and final review.

The focus is on immediate and direct knowledge transfer to the workplace.

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## Who should attend?

- » Project managers wishing to formalise their skills and/or to revisit fundamental principles.
- » Members of project teams who wish to broaden their understanding of the Project Management Framework and its essential disciplines.
- » Technical specialists / engineers moving into a project management/team leadership role, or working for a project manager

## Prerequisites

There are no prerequisites for this course.

## Development Units

Participants who have been awarded the Project Management Professional (PMP)<sup>®</sup> credential by the Project Management Institute (PMI)<sup>®</sup> are eligible to earn **14 PDUs** for their participation in this course (14 Technical).

Participants holding any of the Project Management accreditations (CPPP/CPPM/CPPD) are eligible to earn **20 CPDs** for this short course.

## Learning Outcomes

Successful completion of this course will enable participants to:

- » Assimilate essential tools and disciplines for planning and controlling projects effectively.
- » Scope a project effectively.
- » Create a work breakdown structure and translate this into a reliable schedule for effective baselining, tracking and control.
- » Estimate with a greater degree of accuracy and manage typical estimation pitfalls.
- » Make successful cost/schedule/scope trade-offs.
- » Avoid 'scope-creep' by identifying, managing and controlling change throughout a project.
- » Deliver project outputs to appropriate quality standards.
- » Contribute to the selection, engagement and management of third parties.
- » Manage stakeholder expectations and communication.

## Course Delivery

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

Participants will be actively engaged in progressing the project from conception to closure, and in building the necessary documentation and communications tools to do so.

Courses are facilitated by our expert team and can be conducted onsite or at our premises. All courses can be customised to suit your requirements.

**Materials:** A comprehensive participant handbook is provided.

## Where to next

**Project Management Fundamentals** is available as a stand-alone course, but also forms the foundation (Module 1) for the 'Project Management Professional Development Program'.

**Project Management in Practice (Module 2)** is a three-day course which provides a deeper exploration into the disciplines and daily challenges faced by the Project Manager. Please visit our website or contact us on 1300 701 314 for further details on this course.

## Experience Based Qualifications\*

Once you have gained industry experience in Project Management, you may wish to pursue a nationally recognised experience based qualification.

PM-Partners have selected Opportune Professional Development (RTO ID:60072) as our preferred provider of Nationally Recognised Qualifications. Opportune specialises in Experience Based Qualifications that make the achievement of a qualification streamlined and efficient for professionals wanting to have their previous learning and experience recognised with a qualification.

Please see the BSB41515 Certificate IV in Project Management Practice or BSB51415 Diploma of Project Management page of our website for more information.

\* Opportune Professional Development is the provider of these qualifications. PM-Partners is not a Registered Training Organisation. PMI and Project Management Professional (PMP) are registered marks of the Project Management Institute, Inc.

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## Course Summary

### What Makes Projects Succeed?

- » Reviewing project successes and their inherent characteristics.
- » Understanding the factors that contribute to project failure and how project management disciplines and processes target these areas to ensure repeatable delivery success.

### The Essential Project Management Philosophy

- » Defining a project and project management
- » Exploring project management parameters – ‘Principle of Triple Constraint’ and trade-offs
- » 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 for ultimate project success

### Project Planning

- » Scoping the project – understanding and defining the scope, and obtaining key stakeholder signoff
- » Creating the Work Breakdown Structure (WBS) and scheduling
- » Understanding the Critical Path and how a Project Manager utilises it for greater project control
- » Applying estimating techniques for a more realistic and balanced estimate
- » Introducing procurement planning and vendor selection
- » Conducting/contributing to quality planning
- » Establishing a project baseline, against which to track progress

### Project Implementation and Control

- » Tracking and controlling the project
- » Applying a disciplined change control management method
- » Managing third parties
- » Managing project quality and understanding its role within continuous organisational improvement
- » Managing internal and external stakeholders
- » Reporting and communication

### Closing the Project

- » Conducting formal project closure
- » Post implementation reviews – gathering, documenting and assimilating lessons learnt