



Project Managers Network

Creating capability in Project Management



Project Managers Network
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Course PMPG - Project Management – the Complete Guide

Project Management Training from PMN

Project Managers Network offers clients a variety of courses dealing with all levels of experience in Project Management. Courses are based upon the ANSI standard framework developed by the Project Management Institute of the USA, and are aligned with Levels 4, 5 and 6 of Australia's National Competency Standards for Project Management (NCSPM).

Project Management – the Complete Guide is a three day course designed for project managers with current hands on experience who wish to learn more about Project Management principles and understand current practice in Project Management. It is designed for those who manage project on a full time basis and whose projects involve the need for more formal approaches to managing, including projects in which there are significant external dependencies to be controlled.

This course reviews all the topics in the latest edition of the Guide to the Project Management Body of Knowledge (*PMBOK[®] Guide*) and applies them to a complex case study scenario. For those seeking formal certification, this course provides attendees with all the factual content required by candidates for the PMP qualification.

This course is endorsed by the Australian Institute of Project Management and covers all the underlying knowledge required by candidates preparing a portfolio for accreditation by that body.

Learning outcomes

The course covers the activities in each of the 5 processes of Project Management, namely Initialising, Planning, Executing, Controlling and Closing.

Participants will learn how to:

- clearly define scope, and manage changes to it
- develop a realistic schedule which meets the project owners constraints
- prepare a plan, its purpose and why it is more than just a schedule
- identify the project's quality objectives and implement appropriate controls to ensure they are achieved.
- develop status reports which reflect reality
- identify and continually manage risks which could de-rail your project
- manage stakeholders to ensure they remain committed and involved for the project
- control external groups which the project is dependent on.
- ensure you obtain the appropriate resources for the project which will raise confidence in achieving the goals

- build effective teams which are committed to the project goals
- evaluate performance of the team
- estimate and control project budgets

As well as providing a sound grounding in Project Management principles the course encourages the participants to consider how effective Project Managers behave and to adopt these models on their projects.

Attendance

Three days duration. Course will run from 9.00 am to 5.00 pm each day with short breaks for lunch, morning and afternoon refreshments.

Learning approach

Interactive presentations by the Course Leader will elicit what the group already knows about Project Management, and provide a context for explaining principles. Using a case study provided in advance, small workshop groups undertake exercises to assist with the application of the principles. Suggested solutions are provided to the case study questions and the group reflects on the application of the learning experience, supported by a workbook of comprehensive course materials.

Course outline

Module.	Content	
1	Introduction	Course format, case study, review some basic PM concepts.
2	Project selection	Selection of projects, and business cases, project approvals
3	Integration Management	Project initiation, overall Project Plan, integrated change control, executing the plan, work allocation A brief review of tools which can be used to assist in running projects -scheduling, risk, change and issue management and new developments
4	Scope Management	Defining and Verifying scope, and controlling changes to it
5	Time Management	WBS, Estimating effort, schedule development and control, critical path
6	Cost Management	Deriving budgets and monitoring performance against them, Earned value analysis
7	Risk Management	Identifying and managing risk
8	Quality Management	How we manage customer satisfaction by ensuring quality of deliverables – quality planning, controls and QA
9	Procurement Management	Planning for and selecting goods and services from external suppliers – contract administration

Module.	Content	
10	Human Resource Management	PM competency model, training issues performance agreements Project Organisation models, Resource plans Team development PM behaviours on-the-job
11	Communications Management	Status reporting, information dissemination both within team and outside to stakeholders, correcting variances to plan Project closure – capturing lessons learned
12	Professional Responsibility	A brief guide to the major professional responsibilities of a project manager in the workplace and the ethical conflicts that can arise from this role.

Note. This course makes references to the features of planning tools such as Microsoft Project but it does **not** teach participants how to use it. The material covered in the course outlines the process for collecting the data to drive such tools.

Some of the course material has been taken from the book “A Guide to the Project Management Body of Knowledge” 4th Edition (the *PMBOK® Guide*), published by the Project Management Institute Standards Committee.

The *PMBOK® Guide* can be purchased on-line from the PMI (www.pmi.org) or from Standards Australia - Standard CB 025-2008 – from their online store <http://infostore.saiglobal.com/store>. You may also buy copies from the local chapters of the PMI within Australia.

Project Managers Network is a Registered Education Provider (#1467) for the Project Management Institute. All our courses offer PMI members Professional Development Units to maintain their PMP certification. This course offers attendees 20.25 PDUs.



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