



Project Management Essentials

Delivery:	Traditional classroom
Course No:	PMN6-130
Duration:	2 days
Credits:	14 PDUs/contact hours or 14 CPDs (AIPM)
Prerequisites:	None
Course Level:	Introductory/intermediate

About this course

This intensive course provides occasional or part time project managers and team members with the practical skills needed to effectively manage small or medium business and technical projects in the workplace.

The course is intended for projects which are smaller or shorter term, such as managing events or conferences, implementing workplace changes, developing web sites, conducting trade work and managing office infrastructure changes or fit outs. It focusses upon the steps required at each stage of the project life cycle.

The course reviews all the topics in the sixth edition of the Guide to the Project Management Body of Knowledge (*PMBOK® Guide*¹) as well as all the major topics in the Australian BSB51407 Diploma in Project Management, but not in depth and without excessive detail, applying the principles to a series case study-based team exercises.

Who should attend?

Project Management Essentials is a course designed for less experienced project managers and team members with some limited hands on experience who wish to learn more about Project Management principles and understand current best practices, without excessive theory.

It particularly suits participants who manage projects on a part time or occasional basis, and where projects are less complex, primarily affecting single departments or a smaller number of stakeholder groups over a shorter time frame, eg, six months' duration or less.

It provides all of the underlying project management knowledge required to pursue a Diploma in Project Management via Recognition of Prior Learning, although it does not in itself lead to that award.

¹ **Acknowledgement:** PMI, the PMI logo, PMP, CAPM, PMBOK, PMI Talent Triangle and the PMI Registered Education Provider logo are the registered marks of the Project Management Institute, Inc. AIPM is a trademark of the Australian Institute of Project Management.

Learning outcomes

The course covers the activities in each of the 5 processes of Project Management, namely Initialising, Planning, Executing, Controlling and Closing, as well as all the Knowledge Areas (or Competency Units) in the standards.

Participants will learn how to:

- Define the scope and user requirements of a project, and the best means of controlling changes to the scope.
- Develop a realistic schedule which meets the stakeholders' constraints
- Manage project stakeholders to ensure they remain committed and involved throughout the project
- Identify and manage risks which could disrupt or damage the project
- Use a structured approach to prepare a project plan, incorporating appropriate plans, schedules, a budget and specific outputs/deliverables for each step of the plan.
- Determine project quality objectives and identify appropriate controls to ensure the desired outcomes are achieved.
- Use methods for timely and accurate reporting of progress against plan
- Manage crises arising from the project's work and stakeholder assumptions
- Ensure they obtain the appropriate resources for the project
- Build effective teams which are committed to the project goals

Learning approach

The Course Director will use a variety of interactive methods during the course, including:

- Group brainstorming and discussions
- Team exercises and presentations
- Case study problem-solving
- Suggested evening readings and web site downloads

Short breaks will be provided for lunch and refreshments.

Course materials provided

Each attendee will receive:

- Complete set of presentation slides
- Comprehensive reference work book with case study activities
- A book of templates for each step of the project plan
- Suggested solutions to case study exercises
- A certificate of attendance confirming PDUs (contact hours) earned which will normally be recognised towards the requirements of both the PMI and AIPM in ongoing professional development.

Course outline

Unit 1 Introduction

- Project Management overview and terminology
- Characteristics of projects & typical project problems
- The project life cycle
- Critical success factors

Unit 2 Project Initiation & Stakeholders

- Project start-up activities
- Project constraints
- Managing stakeholders

Unit 3 Defining the Project Scope

- Gathering requirements
- Scope definition
- Managing scope changes

Unit 4 Planning

- Planning process/workflow
- Work Breakdown Structure
- Network diagrams and dependencies
- Estimation techniques
- Milestones and Gantt charts
- Contingency
- Project budget and impact of suppliers.

Unit 5 Quality & Risk Management

- Identifying and managing project risks
- Controlling quality of project deliverables and meeting the stakeholder requirements

Unit 6 Project execution

- Staffing plans
- Managing project teams
- Mastering PM skills and leadership

Unit 7 Status reporting and correcting variances to plan

- Using the baseline plan
- Determining accurate status, what to report, and what actions to take on deviations from the plan

Unit 8 Managing Project Closure

- Project closure – admin steps
- Contract closure checklists

Unit 9 Course wrap-up

- Review of key course concepts
- Using the work book's follow-up activities

Project Management Training from PMN

Project Managers Network Pty Ltd is a Registered Education Provider (#1467) for the Project Management Institute. All our courses offer PMI members Professional Development Units to maintain their Project Management Professional (PMP)[®] certification. This course offers attendees 14 PDUs/Contact Hours for members of the PMI and the corresponding number of CPD hours for members of the AIPM.

Project Managers Network offers clients a variety of courses dealing with all levels of experience in Project Management. Check our web site for the latest schedule of courses.

www.pmnetwork.com.au



Registered Education Provider number 1467



This course is endorsed by the Australian Institute of Project Management