



Course Overview

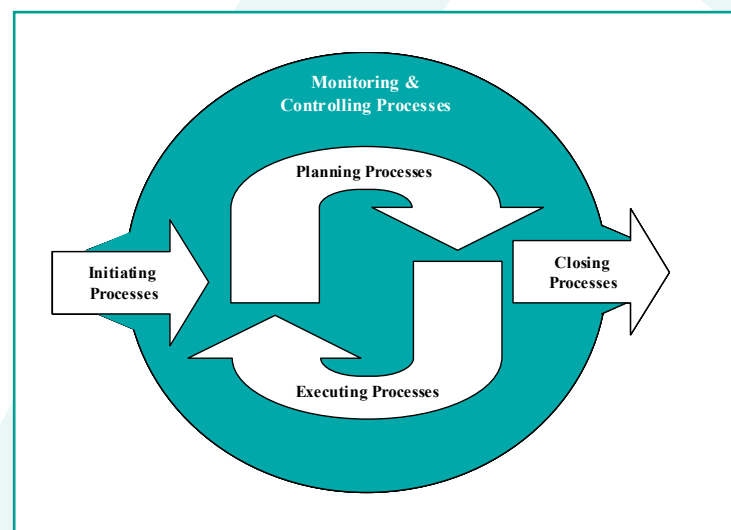
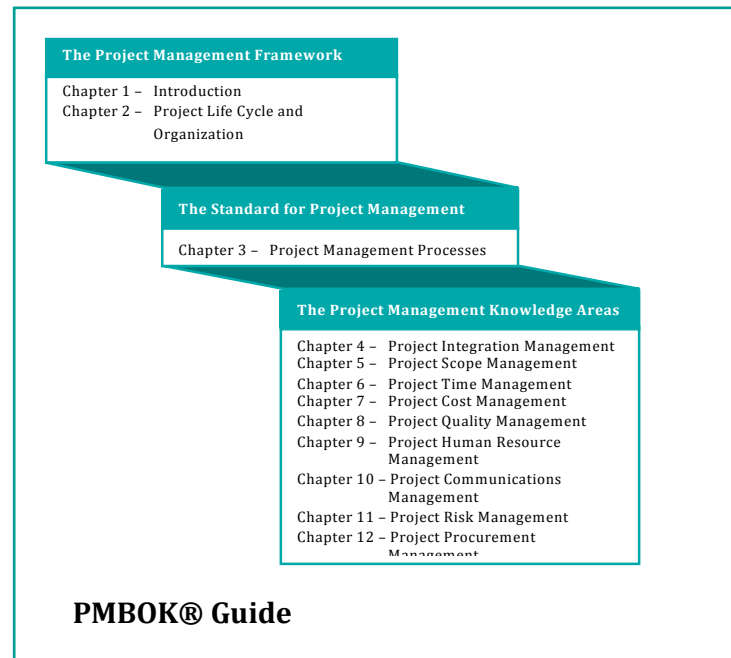
Project Management provides a mechanism to allow your organisation to plan and deliver new business products in a controlled and reliable manner, which in-turn enables outcomes and benefits to be realised.

However, to enable you to be successful as a project manager or team manager you must be equipped with the appropriate skills and be competent to perform your role effectively.

This 5 day hands-on course will equip you with the fundamental principles and skills of project management based around recognised best practice. This course is both nationally and internationally focused, using material in-line with the National Competency Standards for Project Management originated by the Australian Institute of Project Management, and the internationally recognised A Guide to the Project Management Body of Knowledge (PMBOK®). Case study sessions focus on the development of the components of the Project Management Plan (PMP) for a project within your workplace, which both reinforces learning and forms the basis for post-course assessment leading to the award of a Diploma of Project Management, a nationally recognised qualification under the Australian Quality Training Framework.

This course will also position you (no further formal training will be required) to gain certification by the Australian Institute of Project Management (AIPM) as a Registered Project Manager (RPM) and provide you with the foundation knowledge to sit for the Project Management Institute's (PMI) Project Management Professional (PMP) qualification. Tanner James offers support services to help you prepare for these qualifications.

This course is offered publicly or can be delivered in-house within your organisation, with flexible timetables that can be varied to suit your availability. All courses are focused on pragmatic application within your workplace and are run by appropriately qualified project management professionals, who continue to build on their experiences as Tanner James consultants.



Course Objectives

On completion of this course you are expected to be able to:

- » Understand the project lifecycle and the knowledge areas of project management
- » Understand and apply the principles, skills and techniques required for effective project management
- » Produce a project plan for a current or prospective project
- » Apply project management methodologies, procedures and tools appropriate to your project environment
- » Effectively prepare for assessment leading to the award of the Diploma in Project Management
- » Effectively prepare for the AIPM RegPM professional status certification

Topics Covered

The following topics will be covered:

- » Competency & Competency Standards
- » Principles of Project Management
 - The Guide to PMBOK®
 - The Project Management Lifecycle
- » Project Planning & Control
 - The Planning Cycle & Components
 - The Project Management Plan (PMP)
- » Scope Management
 - The Project Charter
 - Scope Planning, Definition & Verification
 - Scope Control
- » Work Breakdown and Time Management
 - Work Breakdown Structures (WBS)

- Task Definition & Sequencing
- Task Resource & Duration Estimating
- Schedule Development
- Schedule Control & Reporting
- » Work/Product Breakdown and Cost Management
 - Cost Estimating & Budgeting
 - Cost Control & Reporting
- » Quality Management
 - Quality Planning
 - Quality Assurance & Control
- » Communications Management
 - Communications Requirements Analysis
 - Meetings, Reports & Reviews
 - Personal Time Management
 - Controls
 - Manage Stakeholders
- » Human Resource Management
 - Management & Leadership
 - Learning & Development
 - HR Control Mechanisms
- » Risk Management
 - Risk Management Principles
 - Risk Analysis & Treatment of Risk Factors
 - Risk Management Techniques, Control & Reporting
- » Procurement and Contracts Management

Delegate Participation

You will be involved in discussions throughout the course that will allow you to consider application within your work environment. Case studies will provide practical exercises that serve to reinforce lecture sessions and provide an opportunity to apply the theory to your real projects and form a basis for your post-course assessment.

Assessment

Following on from the 5 day training course, up to 0.75 days support will be provided by your trainer to assist you in preparing for your assessment and creating a project portfolio to demonstrate your competency based on your workplace experience (actual project work). On completion of your competency assessment by Tanner James you will be awarded a Diploma in Project Management under the Australian Quality Training Framework.

Partial completion of your project portfolio will result in the issue of a Statement of Attainment covering the units of competency that you have achieved.

Course Prerequisites

There are no specific prerequisites for this course.

Who Should Attend?

This Diploma has been developed for practitioners in project management who are learning the profession, or for those who wish to improve both their knowledge and skills. This course is also recommended for those expecting to move into positions as project managers.

Access and Equity

As a Registered Training Organisation (RTO), Tanner James strives to provide the optimum access and equity for candidates to its training services. To this end, it is important that clients notify Tanner James as early as possible when a participant may need to take advantage of these provisions.

For further information or to book a place on this course

call 1300 774 623