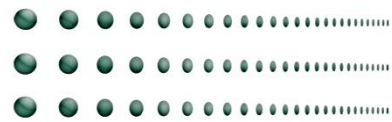




RT0 provider code: 60034

Business Skills  
IT Solutions  
Qualifications



## Managing Successful Projects

National Competency Standard (BSB):

BSBADM407 Administer projects

BSBPMG522 Undertake project work

BSBRSK401 Identify risk and apply risk management processes

### Course Objectives

This course introduces the project management skills and tools required to define, plan and implement projects, meet deadlines and keep budgets under control. The skills are presented in the context of a real project and participants apply the skills to a project of their choosing. Two project management methodologies are introduced: the Tasmanian State Government project management guidelines as defined at [http://www.egovernment.tas.gov.au/project\\_management](http://www.egovernment.tas.gov.au/project_management), and the Project Management Institute's methodology, as defined in the Project Management Body of Knowledge (PMBOK).

The course recognises that successful project management requires more than just technical ability. We therefore present a mixture of both technical and personal skills, including problem solving, communications and working in teams.

The course is presented with a high level of practical work.

### Duration

2 Days.

### Course Outcomes

1. Understand the project management role and responsibilities.
2. Define project scope.
3. Plan project quality.
4. Plan project time.
5. Plan project resources.
6. Plan project procurement.
7. Plan project costs.
8. Prepare a scope change plan.
9. Plan project governance.
10. Plan project communications.
11. Plan project risk.
12. Prepare an outcomes realisation plan.
13. Optimise the project plan.
14. Track project progress and respond to problems.
15. Evaluate project success.

### Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

# Managing Successful Projects

## Course Content

### About this course

- Project management skills presented
- Course resources

### Introduction

- What is a project?
- The Project Manager
- Phases of a project
- Project management methodologies  
Project Management Body of Knowledge (PMBOK)
- Project development strategies
- Implications of project duration
- Key knowledge areas in the project life
- Implications of project size
- Knowledge areas v project size
- Project documentation
- Project Management Information Systems (PMIS)
- Why projects fail
- Problem solving and project management

### Initiate phase

- Selecting a project
- Comparative benefit analysis
- Numerical selection models  
Payback period  
Return on investment (ROI)  
Net present value (NPV)
- Output of the initiate stage

### Scoping and planning phase

- How to develop a project plan
- Planning project scope  
Project problem statement and goal  
SMART outcomes  
Project deliverables  
Project activities  
Project assumptions
- Planning project quality  
Project quality and product quality  
The cost of quality  
Quality planning  
Quality assurance  
Quality control
- Planning project time  
Top down design, Phases and Sub-Phases

### Milestones

#### Work Breakdown Structure

#### Estimating task durations

#### Techniques for estimating

#### The Critical Path

- Planning resource management
- Planning project costs
- Scope creep and project changes  
A Scope Change Plan
- Planning project governance
- Planning stakeholder management  
Stakeholder engagement
- Planning project communications  
Communication channel characteristics  
Status reporting
- Planning project risk  
Prepare a risk management plan  
Prepare a risk register  
Identifying risks  
Costing risks based on probability and consequences  
Ongoing risk management
- Managing issues
- The project filing system
- Optimise the project plan  
Optimise the project plan to meet the finish date  
Optimise the project plan for resources  
Optimise the project plan to meet the budget

### Save the baseline plan

### Implementation phase

- Tracking project progress  
Project team meetings
- Fix problems  
Keep the schedule on track  
Keep scope on track  
Keep cost within budget
- Report on project progress

### Finalisation phase

- Outcomes Realisation Plan
- Outputs of the finalisation stage

### Glossary