NDA
RTO 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, 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.

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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