

BSB51415

Diploma of Project Management (Release 2)



COURSE DURATION

Face to face: 6 days

Amount of training: 432 hours (48 hours face-to-face +384 hours self-paced online learning) plus assessment

Delivery timeframe: 12 months

PDU's: 48

COURSE OBJECTIVE

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across several industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

This course will provide students with a solid foundation across the project management discipline. The six-day training program is structured around the project management knowledge areas of A Guide to the Project Management Body of Knowledge (*PMBOK® Guide*).

UNITS OF COMPETENCY

1. BSBPMG511 - Manage project scope
2. BSBPMG512 - Manage project time
3. BSBPMG513 - Manage project quality
4. BSBPMG514 - Manage project cost
5. BSBPMG515 - Manage project human resources
6. BSBPMG516 - Manage project information and communication
7. BSBPMG517 - Manage project risk
8. BSBPMG518 - Manage project procurement
9. BSBPMG519 - Manage project stakeholder engagement
10. BSBPMG520 - Manage project governance
11. BSBPMG521 - Manage project integration
12. BSBWOR502 - Lead and manage team effectiveness

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Blue Visions Management Pty Ltd trading as Institute of Management. RTO Code 91308

PMBOK is a registered mark of the Project Management Institute, Inc.

AUDIENCE

This course is designed to prepare those who are managing and leading projects and are responsible for achieving project objectives. It is also suitable for individuals in the project management profession with a minimum three years' experience as a project management practitioner.

The following individuals will benefit from this course: project managers, line managers, project engineers, project team leaders, project contract managers, procurement officers, and program managers.

Learners will be working in projects environments at management level for a minimum of 6 months.

FOUNDATION SKILLS

Required Skills:

- Reading, interpretation and analysis of complex texts
- Oral communication using clear language to convey information, and active listening and questioning to clarify understanding
- Literacy skills to read, write and review a range of documentation appropriate to context
- Numeracy skills to interpret numerical information to determine project timelines and measure outcomes against project scope
- Interaction with others; identify and use appropriate conventions and protocols when communicating with diverse stakeholders; collaborate with others to achieve joint outcomes; play an active role in negotiating and facilitating agreements
- Sequencing and scheduling to complete complex activities, make a range of critical and non-critical decisions; use experience to reflect on how variables impact outcomes; analysing skills to identify future improvements
- Navigate the world of work by adhering to organisational policies and procedures.

AUDIENCE DELIVERY STRATEGY

The course will be delivered over **six (6)** days in total, split between **two sessions of three days** each and will be facilitated by our experienced and qualified project management practitioner trainers.

Each session contains a student manual that includes a copy of all material presented; an assessment workbook for capturing initial notes and understanding formal assessments criteria; resource summary reading materials; a copy of all the training packages; and examples of project workplace-related evidence for assessment.

PROGRAM DURATION

Students must complete all training and assessment within 24 months of commencement of training for the Institute of Management BSB51415 - Diploma of Project Management qualification. The course can be completed earlier depending on experience and recognition of prior learning.

NOTE: *This timeframe is related to the generic delivery, however, it may be different for specific sponsored deliveries and this is reflected in the relevant student Training Agreement and Plan.

RPL AND CREDIT TRANSFER

Institute of Management can formally recognise a student's existing level of skills and knowledge in two ways:

- recognition of prior learning (RPL)
- credit transfer

LEARNING OUTCOMES

After completing this qualification students will be able to:

- Initiate, plan and manage projects from start to finish
- Understand project management knowledge areas and process groups
- Apply project management techniques across the full project lifecycle
- Prepare all project management plans
- Define and establish the right project controls for effective oversight and governance
- Select appropriate tools to support monitoring and control mechanisms
- Demonstrate effective leadership skills to drive high-performing teams.

ASSESSMENT REQUIREMENTS

The objective of the assessment process is to help students consolidate and build on the formal learning delivery of the Diploma of Project Management course, through the application of learning into their current or future work role. The assessment is split into two parts – theory knowledge competency questions, and formal workplace-related evidence (this includes drafting of all relevant management plans).

These assessments are designed to cover a range of skills and knowledge required to demonstrate achievement of the course objectives. Our aim is to collect workplace evidence on several occasions and in a variety of contexts and situations.

REQUIREMENTS TO RECEIVE THE QUALIFICATION

This course requires the completion of **twelve (12) units of competency** made up of 8 core units and 4 elective units, which contain the prescribed employability skills.

EMPLOYABILITY SKILLS

The following list is a summary of broad industry employability skills that the student will gain from completing this qualification:

- Consulting with stakeholders and others on developing a range of project management related plans
- Delegating roles and responsibilities to team for the implementation of project plans
- Assessing and managing risk effectively
- Planning and managing projects with respect to time, cost, quality and resource management
- Undertaking contingency planning and integrating all project processes
- Using discretion and judgement required within complex environments
- Tailoring all the project knowledge areas to the context of the project.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification, students may undertake:

- BSB61215 – Advanced Diploma of Program Management

PROGRAM OUTLINE

Session 1

Day 1

Overview of project management

BSBPMG521 - Manage project integration

BSBPMG520 - Manage project governance

Day 2

BSBPMG519 - Manage project stakeholder engagement

BSBPMG511 - Manage project scope

Day 3

BSBPMG512 - Manage project time

BSBPMG513 - Manage project quality

Assessment expectations between Session 1 and 2

Session 2

Day 4

BSBPMG514 - Manage project cost

BSBPMG515 - Manage project human resources

Day 5

BSBWOR502 - Lead and manage team effectiveness

BSBPMG516 - Manage project information and communication

Day 6

BSBPMG517 - Manage project risk

BSBPMG518 - Manage project procurement

Assessment expectations post Session 2

