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# DIPLOMA OF PROJECT MANAGEMENT WORKSHOP

## DIPLOMA OF PROJECT MANAGEMENT (BSB51407)

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### COURSE OVERVIEW

This course is designed to equip participants with the skills and knowledge necessary to successfully manage multiple and complex projects. You will develop high level understanding of all aspects of project management and will be able to apply a range of best practice tools and techniques to larger, more complex projects. You will also develop the skills and techniques necessary to get problem projects back on track. This will help ensure that projects contribute to organisational success.

The skills, knowledge, tools and techniques you gain will have application across a wide range of industry sectors and will be suitable for the management of small, medium and large projects.

### COURSE STRUCTURE & DURATION

This course is delivered as a 5 day program. It consists of the 3 day Practical Project Management Workshop followed by the 2 day Diploma of Project Management Workshop. The workshops can be completed over 5 consecutive days (subject to the PMTA course calendar) or completed separately.

The Diploma of Project Management Workshop will cover the 9 Units of Competence required to achieve the Diploma of Project Management. These are:

1. BSBPMG501A Manage application of project integrative processes
2. BSBPMG502A Manage project scope
3. BSBPMG503A Manage project time
4. BSBPMG504A Manage project costs
5. BSBPMG505A Manage project quality
6. BSBPMG506A Manage project human resources
7. BSBPMG507A Manage project communications
8. BSBPMG508A Manage project risk
9. BSBPMG509A Manage project procurement

*(Competencies 2 – 9 build on those already covered in the Practical Project Management Workshop)*

**During the workshop you will utilise relevant workplace case studies (including your own workplace projects) to develop your knowledge and skills**

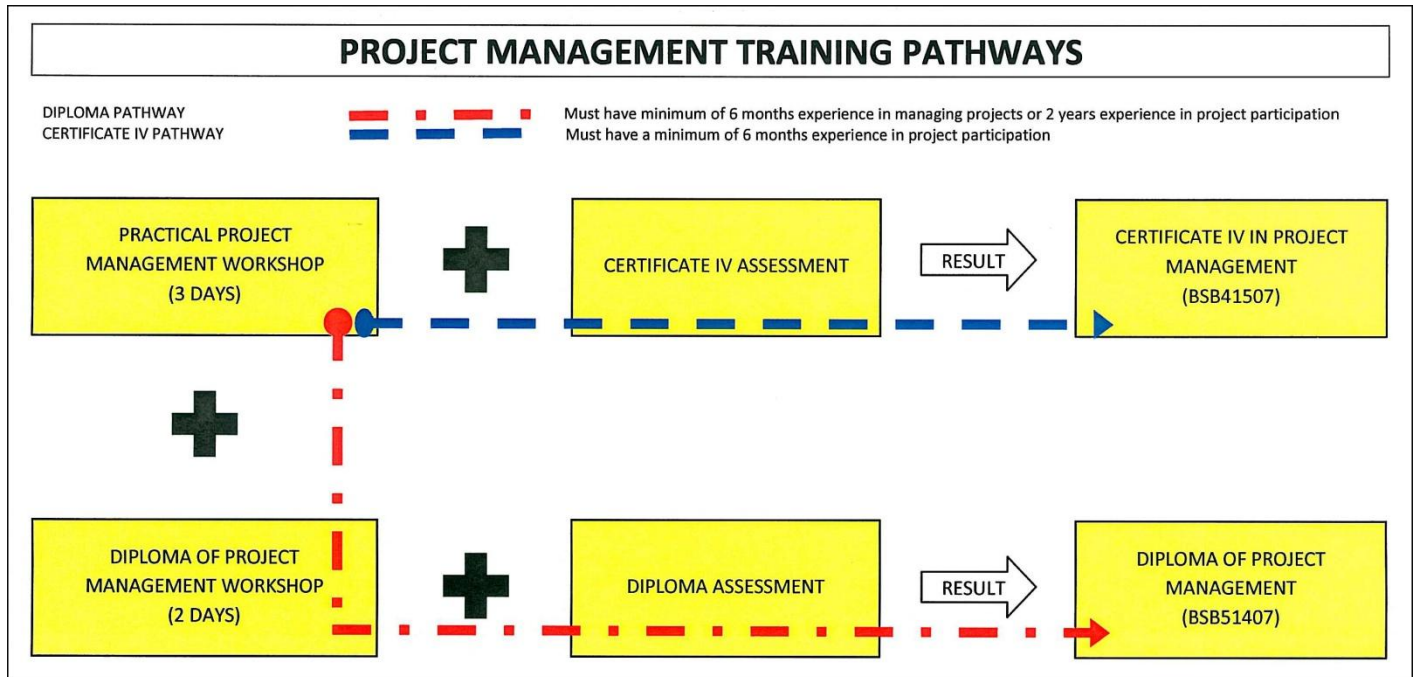
### WHO IS THIS COURSE INTENDED FOR?

This program is recommended for those people with extensive experience in project work, particularly those who are currently project managers or leaders. This experience may have been gained in a variety of work environments including public sector, administration, health, information technology, construction, mining, finance, manufacturing, retail, business services, community services and other not-for-profit organisations.

This program is also suitable for senior managers who have project sponsor responsibilities or who have responsibility for multiple, complex projects.

# ENTRY REQUIREMENTS AND PATHWAYS INTO THIS QUALIFICATION

There are no formal qualification entry requirements for this course. You should have a minimum of 6 months experience in managing projects, or 2 years experience in project participation. Please refer to the diagram and table below to help you determine the most appropriate training pathway, and then talk to us at Project Management Training Australia about your needs.



**PROJECT MANAGEMENT TRAINING PATHWAYS**

		WHAT IS YOUR CURRENT EXPERIENCE IN PROJECT PARTICIPATION OR MANAGEMENT?		
		You have little or no experience in project participation or management.	You have approximately 6 months experience in project participation.	You have 6 months experience in managing projects or 2 years experience in project participation.
<b>WHAT DO YOU WANT TO ACHIEVE THROUGH TRAINING?</b>	<b>You want to develop a basic understanding of the principles of project management</b>	You should complete the Introduction to Project Management and gain a Statement of Attendance	You should complete the Introduction to Project Management Workshop. Depending on your experience, it may be appropriate to go straight into the Practical Project Management Workshop, and complete assessment. This will give you the Certificate IV in Project Management	You are likely to already have a basic understanding of project management and should consider completing the Practical Project Management Workshop and assessment. This will give you the Certificate IV in Project Management.
	<b>You want to develop a wide range of skills in project participation or management in order to make significant contribution to organisational projects.</b>	You should complete the Introduction to Project Management Workshop. With further experience you should then consider going onto the Practical Project Management Workshop and complete the assessment. This will give you the Certificate IV in Project Management	You should complete the Practical Project Management Workshop and assessment. This will give you the Certificate IV in Project Management. With further experience you should then consider going onto the Diploma of Project Management Workshop and complete the assessment. This will give you the Diploma of Project Management	You should complete the Practical Project Management Workshop and assessment. This will give you the Certificate IV in Project Management. You should also consider going on to complete the Diploma of Project Management Workshop and assessment. This will give you the Diploma of Project Management
	<b>You want to develop your knowledge and skills to a level where you can manage multiple projects of a more complex nature</b>	You should complete the Introduction to Project Management and gain a Statement of Attendance. As you gain further experience you should consider going onto the Practical Project Management Workshop and Assessment. This will give you the Certificate IV in Project Management	You should complete the Practical Project Management Workshop and Assessment. This will give you the Certificate IV in Project Management. With further experience you should then go onto the Diploma of Project Management Workshop & complete the Assessment. This will give you the Diploma of Project Management	You should complete the Practical Project Management Workshop. You should then complete the Diploma of Project Management Workshop and Assessment. This will give you the Diploma in Project Management

## QUALIFICATION REQUIREMENTS & ASSESSMENT

If you attend both the 3 day Practical Project Management Workshop and the 2 day Diploma workshop, and successfully complete all assessment tasks, you will be awarded the Diploma of Project Management (BSB51407) under the Australian Qualifications Framework.

Assessment will comprise the following elements:

- Underpinning knowledge questions & answers – completion of which will demonstrate your understanding of the principles and practices of Project Management. Plus,
- In-class presentation on the application of Project Management principles & practices in your current workplace – completion of which will demonstrate your understanding of how project management principles and practices are practically applied in the workplace. Plus,
- Third party workplace reports of on-the-job performance – completion of which will demonstrate your contribution to project management in the workplace and the practical application of appropriate skills and knowledge. Plus,
- Gathering a portfolio of workplace evidence – completion of which will demonstrate the practical application of your skills and knowledge in the workplace. Evidence may include copies of Project Charters, Plans, Progress Reports, Reviews etc.

## PATHWAYS FROM THIS QUALIFICATION

When you have completed this qualification you may consider progressing to the Advanced Diploma of Project Management or other Diploma level management qualifications.

## COURSE COST & RESOURCES

\$1,200 Course Fee (GST Free) for this 2 day Diploma Workshop – discounted to \$1,000 if upgrading directly from the 3 day Practical Project Management Workshop. This fee is additional to the cost of attending the 3 day Practical Project Management Workshop. Please refer to the Practical Project Management Fact Sheet. This investment includes;

- Comprehensive course notes.
- Assessment support for up to 9 months (email and telephone).
- Marking of Assessments and issue of Qualification up to 9 months after completion of the Diploma Workshop. (Assessment and issue of Qualifications after this time will be subject to an additional fee of \$200 – GST Free.)
- Catering during the 2 day Diploma of Project Management Workshop including morning/afternoon tea and lunch.
- Provision of customisable project management tools and templates (via CD or email).

## ADDITIONAL COURSE MATERIAL AND SUPPORT

Project Management Training Australia aims to provide an environment and training experience which maximises your opportunity to successfully complete your training and assessment. You are encouraged to discuss any special requirements you may have with our qualified training staff.

Additional handouts and reading material will be provided, as will details of relevant websites associated with Project Management.

You will be required to access a copy of the Guide to the Project Management Body of Knowledge (4<sup>th</sup> Edition). Project Management Training Australia can provide this text for \$110 (GST inclusive) or can advise participants on where to purchase. Participants are likely to have accessed/purchased this text when they attended the Practical Project Management Workshop.

## TRAINING FACILITIES

Project Management Training Australia utilises only first class training facilities. Training venues are centrally located and easily accessed by public transport and all training venues have disability access.

## RECOGNITION OF PRIOR LEARNING (RPL)

If you believe you have gained appropriate levels of competence through study and substantial work experience on projects, you may be eligible to have your competencies recognised towards this qualification. Please contact Project Management Training Australia Pty Ltd for information on the RPL process and associated fees.

## STUDENT HANDBOOK

A Student Handbook is available from Project Management Training Australia. This Handbook contains information which you should familiarise yourself with. One can be emailed to you on request.

## CONTACT PROJECT MANAGEMENT TRAINING AUSTRALIA PTY LTD

If you would like to discuss your Project Management training needs, or have any questions about the courses on offer through Project Management Training Australia, please contact us Toll Free on 1800 851 371 or via email [contact@mercurytraining.com.au](mailto:contact@mercurytraining.com.au)

## ENROLMENT

You can download an Enrolment form from our website [www.projectmanagementtrainingaustralia.com.au](http://www.projectmanagementtrainingaustralia.com.au) or request one via email at [contact@mercurytraining.com.au](mailto:contact@mercurytraining.com.au)

### CUSTOMISED IN-HOUSE TRAINING

**All Project Management Training Australia Courses can be tailored to the individual needs of organisations and companies. Talk to us about customising a program for your staff.**



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