



Elemental
Projects

Supporting good work, done well.

BSB50820

Diploma of Project Management

elementalprojects.com.au

- Industry based delivering real world skills
- Flexible modern delivery methods
- Ongoing support from our team of coaches



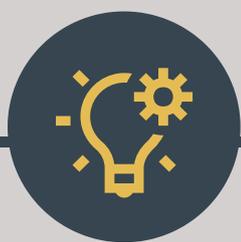
NATIONALLY RECOGNISED
TRAINING



ENDORSED COURSE

About this course

MODULE 1 Initiating and Planning Projects



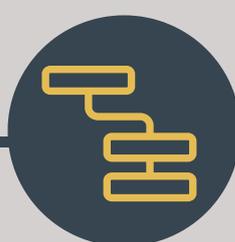
Live online:
6 x 3.5 hour training sessions
In person instructor-led:
3 x 1 day training sessions

MODULE 2 Building and Leading Teams



Live online:
2 x 3.5 hour training sessions
In person instructor-led:
1 day training session

MODULE 3 Monitoring and Controlling Projects



Live online:
2 x 3.5 hour training sessions
In person instructor-led:
1 day training session

MODULE 4 Closing and Evaluating Projects



Live online:
2 x 3.5 hour training sessions
In person instructor-led:
1 day training session

During the training sessions you will alternate between learning new project management concepts, processes, tools and techniques, and applying these on a case study project. The many practical activities will be completed while working in small teams

In the months after each training session, you will apply your new knowledge and skills on a real, work-based project, supported by assessors who will provide guidance, support and detailed feedback following each assessment, as you move through the four Module Assessments, aligned with the project life cycle.

Using this combination of training workshops and work-based application, you will formalise your existing knowledge of project management, pick up new skills, and hone your project management and leadership capabilities to maximise the success of your projects.

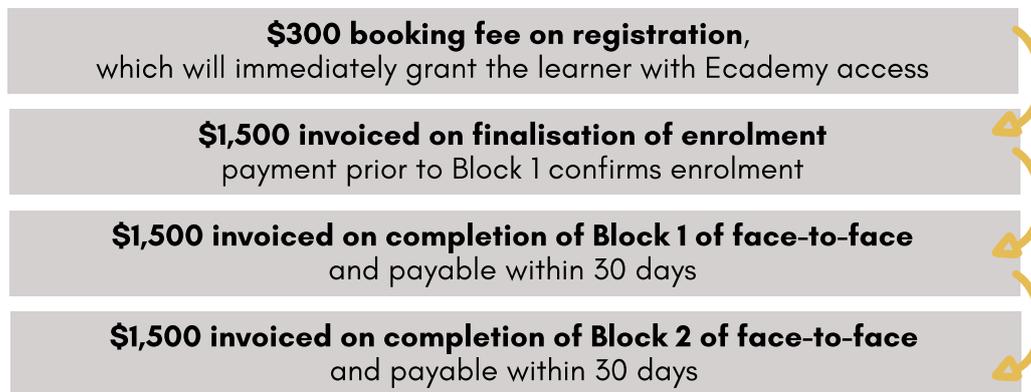
The course culminates in an interactive project management simulation designed to put your project management skills to the test in a fun and thought-provoking experience.

Payment structure

Total cost of the BSB50820 Diploma of Project Management:

\$4,800 (GST free)

If registering through an organisation, Learners will be invoiced in full on finalisation of their enrolment. Otherwise, invoicing will occur over four transactions, as follows:



- Qualifications will only be issued upon receipt of full payment).
- If you are found to be ineligible for the course after paying your booking fee you may choose to:
 - Complete the training, without gaining a qualification (which is charged at a reduced rate)
 - Not to attend the training, and to receive a refund of your deposit.

What students receive

On commencement:

- Participant's Manual (plastic free and 100% recyclable)
- USB pre-loaded with the following soft-copy resources:
 - ✓ PDF copies of all PowerPoint presentations
 - ✓ RTO Student Handbook
 - ✓ Assessment Workbooks
 - ✓ An extensive collection of articles and readings
 - ✓ A suite of practical and best-practice project management templates
- 12-month subscription to Ecademy - our online video library with over 12 hours of 'bite-sized' content on PM

On successful completion:

- BSB50820 Diploma of Project Management (or Statement of Attainment) with hard and soft copy certificates from Elemental Projects (Australia) Pty Ltd RTO code 45615
- Automatic CPPP certification with the Australian Institute of Project Management (subject to AIPM membership)



Course content

Planning and Initiating Projects

MODULE 1



Live Online:
6 x 3.5 hour sessions



In Person:
3 x 1 day sessions

Learning outcomes:

- The four types of projects and how to classify any project (or work package) as one of these four types
- Popular PM methodologies such as PRINCE2, Lean and Agile and these align with the four types of project
- The PMBOK® Guide's 10 knowledge areas, four-phase project life cycle, and five process groups
- Key concepts such as the Iron Triangle, the cost of change, scaling for complexity, and planning
- The "Why Axis" - a thinking tool for 'zooming' from a tactical/technical view of the project work to a strategic understanding of the project and the benefits, outcomes and corporate goals that it supports.

What's covered:

- **Course overview, Contemporary Project Management overview:** Explores the role of projects in today's fast-moving and complex world, and how project management practice can contribute to making organisations efficient, effective, agile and sustainable.
- **Initiation Phase, Governance:** Participants are formed into small working groups to workshop the business case and project charter for the case study project.
- **Planning Phase, Scoping projects, WBS:** Continues the interactive small-group activities around the case study project, with a 'deep dive' into the planning phase, focusing on scoping and scheduling.
- **Scheduling projects, Gantt Charts, Project Cost Estimate:** Includes group work and discussion as participants develop a Work Breakdown Structure and Network Diagram from first principles (using post-it notes), then develop a Gantt chart using their choice of digital scheduling tool.
- **Planning Quality Management, Planning Risk Management:** Focusses on developing the rest of the Project Management Plan (PMP), with groups tick-tacking between short bursts of theory/explanation and practical activities to develop the project governance structure, Organisation Breakdown Structure (OBS), Roles & Responsibilities Table, Procurement Plan, Project Cost Estimate, Quality Plan, Communication Plan and Risk Register.
- **Planning HR Management, Planning procurement, Planning communication** need some wording here

Building and Leading Teams

MODULE 2



Live Online:
2 x 3.5 hour sessions



In Person:
1 x 1 day sessions

It has long been acknowledged that people are the key to project success; but managing and leading people on projects can be as challenging as it is rewarding.

Project leadership involves uniting a group of people who may never have never worked together before, may be widely geographically dispersed, may work for different organisations, may have different or even competing priorities and agendas, and are likely to be diverse in terms of professional background, skillsets, gender, age, culture, ethnicity and personality.

In Module 2 we will explore the 'psychology of project management' to develop:

- emotional intelligence
- understanding of people (how we think, communicate, make decisions, respond to conflict, etc); and
- ability to foster cohesive, collaborative, high performing teams, despite the challenges.

Monitoring and Controlling Projects

MODULE 3



Live Online:
2 x 3.5 hour sessions



In Person:
1 x 1 day sessions

This highly technical module focuses on the Implementation Phase.

It examines the processes, tools and techniques used to execute the work in accordance with the Project Management Plan and, while doing so, to monitor the project and apply controls where necessary to manage changing scope and keep the project on track.

Participants will learn and practice how to:

- Measure performance using Earned Value Management
- Develop Status Reports, manage information flow, run effective meetings and utilise Agile ways of working
- Monitor and control quality using a variety of Quality Control tools; and
- Manage emerging risks and issues throughout the Implementation Phase.

Closing and Evaluating Projects

MODULE 4



Live Online:
2 x 3.5 hour sessions



In Person:
1 x 1 day sessions

Most projects never formally close. They are either abandoned when cut; or peter out as the work draws to a close and people transfer off the project and onto the next one. Yet, Closure is an important phase of the project and, when done poorly (or not at all!) can lead to a raft of headaches down the line. It involves important administrative closure activities (like discharging contracts, notifying stakeholders and returning assets) and conducting a Post Implementation Review to evaluate the project and capture lessons learned for future projects. These topics are covered in the morning session.

The majority of this day is spent undertaking an interactive, educational and highly entertaining project management simulation set in the world of 1960s New York. The simulation is an opportunity to bring together the knowledge and skills acquired throughout the course and to draw parallels and insights relevant to project management in the real world.



This course enabled me to have a great year in project management. I delivered two challenging but rewarding projects, won the CEO award for these projects, and have been helping our PMO to improve our project management systems. The above has been due to your training.

Michael - Telecommunications



Eligibility, alignment and hours of study

Prerequisites and Eligibility

To be eligible to enrol in the BSB50820 Diploma of Project, candidates:

- Be an Australian or New Zealand citizen or permanent resident
- Commit to the hours of study and assessment outlined above including attending 6 days of face-to-face training
- Provide a copy of any other qualification at Certificate IV level or above, or pass an LLN test' with 'Satisfactory completion of LLN test on enrolment
- Have at least one year experience working on a project context, managing some aspects of a project.
- Have one or more work-based projects which they will be managing at the time of the course for the provision of appropriate evidence for completion of the assessment tasks.

Alignment with Other Standards

Course content and assessments are continuously updated in line with the following standards for project management:

- The Guide to the Project Management Body of Knowledge (PMBok), 6th Edition, PMI
- Australian Institute of Project Management (AIPM) - CPPM and CPSPM standards
- NSW Public Sector Capability Framework - Project Management capability level 4/5
- International Project Management Association (IPMA) - Individual Competence Baseline (ICB4)
- Global Alliance for the Project Professions - Project Manager Competency Standards

Hours of Study

Learners have 52 weeks to complete the program; however, we encourage completion within 20 weeks if feasible.

The overall volume of study: 714 hours broken down as follows:

- 16 days of face-to-face training over two 3-day blocks including a simulation where learners will be assessed in a simulated project environment,
- 128 hours of unsupervised learning to complete the knowledge questions and undertake individual research, e.g. 8 hours per week for 4 weeks per module;
- 32 hours to complete the reflective analysis;
- 512 hours of work-based experience managing a work-based project, e.g. 80% of a 40-hour work for four weeks per module. This project documentation will be used as evidence as part of your module submissions.

Assessment

Units of Competence

To achieve the BSB51415 Diploma of Project Management from RTO Major Training Services Pty Ltd (RTO Code 90748), participants must found competent (C) in the following twelve Units of Competence (UoC):

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. BSBPMG521 Manage project integration
9. BSBPMG519 Manage project stakeholder engagement (Elective)
10. BSBPMG520 Manage project governance (Elective)
11. BSBWOR501 Manage personal work priorities and professional development (Elective)
12. BSBPEF502 Develop and use emotional intelligence (Elective)

Assessment structure and process

Students complete four Module Assessments over a period of six to twelve months, depending on their individual circumstances and time constraints.

Each Module Assessment contains various assessment tasks, including knowledge questions, documentation from the case study project workshopped in class, documentation from a work-based project, observable tasks completed in class (including the simulation) and a reflective analysis focusing on the project management practices within their organisation.

Each of the four Module Assessments is submitted via email and marked by our team of experienced and qualified workplace assessors. Detailed feedback, tailored to the individual, is provided following each Module Assessment.

Building capability to support **defence and aerospace** projects.

Our recent cohort of Diploma of Project Management graduates from one of the world's leading defence and aerospace partners:

71% are now working in management roles and another **14% received a formal promotion.**



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Qualifications issued by
Elemental Projects (Australia) Pty Ltd RTO code 45615