



Elemental
Projects

Supporting good work, done well.

BSB51415

Diploma of Project Management

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- Industry based delivering real world skills
- Flexible modern delivery methods
- Personal coach to support your success



NATIONALLY RECOGNISED
TRAINING



Australian Institute of
Project Management

ENDORSED COURSE

About this course

TRAINING BLOCK 1 3 DAYS



- **Module 1:** Initiating & Planning Projects

10 WEEK GAP



Work-based application with online assessor support

Submit Module 1 Assessment

TRAINING BLOCK 2 3 DAYS



- **Module 2:** Building & Leading Teams
- **Module 3:** Monitoring & Controlling Projects
- **Module 4:** Closing & Evaluating Projects

10 WEEK GAP



Work-based application with online assessor support

Submit Module 2, 3, 4 Assessment monthly

During the 2 x 3 day training blocks 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 block, 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.

Eligibility, Alignment and Hours of Study

Prerequisites and Eligibility

To be eligible to enrol in the BSB51415 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 qualifications at Certificate IV level or above, or pass a Language, Literacy and Numeracy (LLN) test
- 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, Project Management Institute
- Australian Institute of Project Management (AIPM) – CPPM and CPSPM competency standards
- The International Project Management Association (IPMA) – Individual Competence Baseline (ICB4)
- The Global Alliance for the Project Professions – Project Manager Competency Standards
- The NSW Public Sector Capability Framework – Project Management capability level 4/5

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.

On successful completion students will receive

- BSB51415 Diploma of Project Management (or Statement of Attainment)
- Automatic CPPP certification with the Australian Institute of Project Management (subject to AIPM membership)

Course content

Training Block 1 3 days

Days
1-3

Module 1: Initiating and Planning Projects

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.

Day 1:

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.

Participants are formed into small working groups to workshop the business case and project charter for the case study project.

Day 2:

Continues the interactive small-group activities around the case study project, with a 'deep dive' into the planning phase, focusing on scoping and scheduling.

This day includes lots of movement 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.

Day 3:

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.

Course content

Training Block 2 3 days

Module 2: Building & Leading Teams

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 participants':

- 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.

Module 3: Monitoring & Controlling Projects

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.

Day
4

Day
5

Course content

Module 4: Evaluating & Closing Projects

Day
6

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



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

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 workshoped 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.