




**BSB51415
DIPLOMA OF
PROJECT MANAGEMENT**



**NATIONALLY RECOGNISED
TRAINING
RTO 30003**



BSB51415 DIPLOMA OF PROJECT MANAGEMENT

Projects are a critical segment of an organisation's business strategy.

Project managers and administrators are required to coordinate scope of projects and report outcomes to higher management and relevant stakeholders. Projects need to be constantly reviewed as it progresses through its lifecycle.

Diploma of Project Management allows you to evaluate, plan and execute your work as well as work of others.

PRE-REQUISITES

- Have a minimum of two-years full-time employment, working with Council's projects and administration processes

AND

- Hold a position which requires you to undertake projects within the Council's operations

OR


- Acquired a completed Performance Appraisal statement within the last twelve months, reflecting your competencies within Council's Projects and Administration sector.

HOW IS THE LEARNING CONDUCTED?

- The learning is a combination of 'on and off the job' delivery and assessment
- Learning post workshop, is supported by your Supervisor/Team Leader in the work place
- It is important that you work with fellow co-workers in completing the assessments. This is encouraged to enable you to apply your new skills and use workplace examples as evidence for your assessment.
- Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

DELIVERY MODE

- The course is comprised of 6 days' mandatory attendance to cover course content and formal presentations. Course delivery will be over a period of approximately 6 months i.e. typically in 2 x 3-day blocks.
- Attendance dates are confirmed in writing to you prior to commencement.
- On Day 1 of the course, participants will be provided with course guidelines, reference materials, websites and assessment tips.
- To achieve the full qualification, you will need to successfully complete 12 national units of competency.



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ASSESSMENT

- All content and assessment benchmarks will be discussed at commencement of the course. All information required to complete assessment items is contained in the material presented at face-to-face training days.
- Assessment is issued for each of the 12 units. Assessments include a combination of short answer questions, set tasks requiring research/report writing and case study/project work.
- Time spent on assessments varies widely depending on level of experience. In addition to contact hours, time in the workplace is required to be scheduled with your supervisor/manager to undertake research projects. In addition to workplace hours, your personal time will be required to bring together all of your work into a fully indexed assessment portfolio.
- It is estimated that 5 to 6 hours per week will be required to compile your assessment portfolio. You will be assessed by a panel of qualified assessors.
- All assessment documents (1 for each of the 12 units) require to be signed-off by participant's supervisor/manager


RECOGNITION OF PRIOR LEARNING (RPL)

- RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.
- RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

For further information, please contact Peak.


FULL COURSE DETAILS

<http://training.gov.au/Training/Details/BSB51415>



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UNIT NAME	UNIT CODE	DESCRIPTION
Facilitate continuous improvement	BSBMGT516	This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.
Manage project scope	BSBPMG511	This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.
Manage project time	BSBPMG512	This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes
Manage project quality	BSBPMG513	This unit describes the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.
Manage project cost	BSBPMG514	This unit describes the skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.
Manage project human resources	BSBPMG515	This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.



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UNIT NAME	UNIT CODE	DESCRIPTION
Manage project information and communication	BSBPMG516	This unit describes the skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.
Manage project risk	BSBPMG517	This unit describes the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating and monitoring project risks, and assessing risk management outcomes.
Manage project procurement	BSBPMG518	This unit describes the skills and knowledge required to undertake procurement in projects.
Manage project stakeholder engagement	BSBPMG519	This unit describes the skills and knowledge required to manage stakeholder relationships. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.
Manage project governance	BSBPMG520	This unit describes the skills and knowledge required to establish and implement project governance. It involves identifying, applying, monitoring and reviewing project governance. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.
Manage project integration	BSBPMG521	This unit describes the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and to align and track project objectives to comply with organisational goals, strategies and objectives.

Peak's nationally-recognised and local-government-specific qualifications are scheduled regularly as public courses and are available as contextualised in-house deliveries. Contact us today for more information.



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