

# BSB51407 Diploma of Project Management



## Your Course Guide

### BSB51407 Diploma of Project Management

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The Diploma of Project Management has been created to acknowledge the growing importance of project management skills, and the ways in which they can empower employees within a dynamic business environment. This course is ideal for those of you who manage, or are about to manage projects within the workplace.

## WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The Diploma of Project Management will provide you with the skills and knowledge to plan and manage projects that achieve the goals and objectives important to project managers and an organisation, regardless of its line of business or industry. It gives a working knowledge of project management as well as an understanding of methods, techniques and tools available to help you manage your projects more effectively.

This is a nationally recognised qualification.

## EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification.

The outcomes described here are broad industry requirements that may vary depending on the packaging options.

### • Communication

- consulting with stakeholders and others on developing a range of project management related plans
- negotiating contracts and solutions to new and emerging issues
- utilising excellent interpersonal skills and producing a wide range of reports and charts to document project progress, milestones and outcomes

### • Teamwork

- defining performance measures and managing the work of others through positive leadership
- delegating roles and responsibilities to team for the implementation of project plans



(Continued Page 3)

## HOW LONG DOES THE COURSE TAKE?

### Face to face:

Courses are conducted either in house or at a convenient location by our highly regarded and skilled facilitators. All courses are customised to your learning needs and compliant with AQTF timelines. Completion durations are flexible.

### Distance Learning:

This is the flexible way to gain your desired qualification in your own time at your own speed.

### Online:

As with distance learning, you are in control of your learning schedule. The more time you devote to it, the quicker you get your desired qualification.

## HOW TO GAIN YOUR QUALIFICATION FASTER

- Fast track with RCC (Recognition of Current Competencies)
- RPL (Recognition of Prior Learning)

## ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an Internet connection and computer (Online Learning)

## EMPLOYABILITY SKILLS CONT.

### • Problem Solving

- analysing data and evaluating the effectiveness of systems
- calculating resource requirements and acquiring them
- designing control mechanisms and evaluating procedures
- implementing continuous improvement processes as required
- performing cost benefit analyses, budgeting, assessing and managing risk
- solving complex and non-routine difficulties
- tracking and monitoring projects
- using a variety of problem-solving and decision-making strategies

### • Initiative and Enterprise

- responding to new and changing circumstances to ensure project outcomes remain achievable
- reviewing processes to inform future activity

### • Planning and Organising

- developing a quality assurance process and applying appropriate techniques and tools
- planning and managing projects in respect to time, cost, quality and resource management
- undertaking contingency planning and integrating all project processes

### • Self Management

- managing own time and priorities and dealing with contingencies
- taking responsibility as required by work role and ensuring all organisational policies and procedures are followed
- using discretion and judgement required within complex environments
- using judgement in planning and selecting resources for oneself and others

### • Learning

- providing learning and development opportunities for the project team
- counselling staff as required on skill development requirements

### • Technology

- using electronic communication devices and processes such as internet, intranet, email, to produce written correspondence and reports
- using project management specific software including time analysis and risk analysis tools
- using technology to assist the management of information and to assist the planning process

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

## COURSE STRUCTURE

You are required to complete 9 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
BSBPMG501A	Manage application of project integrative processes	This unit describes the performance outcomes, skills and knowledge required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement; and to align and track the project objectives to comply with organisational goals, strategies and objectives.
BSBPMG502A	Manage project scope	This unit describes the performance outcomes, skills and knowledge required to determine and manage project outcomes. It covers project authorisation, developing a scope management plan, and managing the application of project scope controls.
BSBPMG503A	Manage project time	This unit describes the performance outcomes, skills and knowledge required to manage time within projects. It covers determining and implementing the project schedule, and assessing time management outcomes.
BSBPMG504A	Manage project costs	This unit describes the performance outcomes, 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.
BSBPMG505A	Manage project quality	This unit describes the performance outcomes, skills and knowledge required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.

## COURSE STRUCTURE CONT.

UNIT CODE	UNIT NAME	DESCRIPTION
BSBPMG506A	Manage project human resources	This unit describes the performance outcomes, skills and knowledge required to undertake human resource management (HRM) within projects. It involves planning for human resources, implementing staff training and development, and managing the project team and stakeholders.
BSBPMG507A	Manage project communications	This unit describes the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.
BSBPMG508A	Manage project risk	This unit describes the performance outcomes, skills and knowledge required to manage risk within a project to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes.
BSBPMG509A	Manage project procurement	This unit describes the performance outcomes, skills and knowledge required to undertake procurement and contract management within projects. It covers determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.

## ASSESSMENT

ASTC uses competency based assessment methods to ensure participants have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the participant can actually do –

and the standard at which they are able to perform. Performance is measured in terms of whether participants meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

ASTC's assessment process may consist of the following tasks and activities, dependant on the unit/chapter requirements:

- Multiple choice and/or short answer questionnaires
- Third party supervisor demonstration reports
- Projects/case studies
- Holistic Assessments

## - OTHER HIGHLIGHTS ... LEARNING DEVELOPMENT RESOURCES -

<b>E Books Only</b>	Check out over 100 titles to assist you with your learning and development. New titles added monthly. <a href="http://www.ebooksonly.com.au">www.ebooksonly.com.au</a>
<b>Simple Truths</b>	Get an inspirational/ motivational hit by viewing, free of charge, one of over 35 impactful DVD's on our website. <a href="http://www.thesalesmasters.com/training-courses/simple-truths_dvd.php">www.thesalesmasters.com/training-courses/simple-truths_dvd.php</a>
<b>DVD Training Library</b>	The Best Kept Secret in Australia!! Over 888 different titles from the masters of success available for your viewing in categories including Sales, Customer Service, Leadership, Motivation, Time Management, Telephone Skills, Management and Personal Development. <a href="http://www.dvdtraining.com.au">www.dvdtraining.com.au</a>