



## Project Management Essentials

Continuous and rapid change is a feature of today's work environment. Consequently, more and more of our work is project work - original, one-off and time-limited in nature. This course focuses on the application of project management skills (planning, administering, monitoring, finalising and reviewing) and implementing processes to ensure that timelines, quality standards, budgetary limits and other project requirements are met.

### Designed for

Anyone new to project management as well as team leaders, team members and operational staff who want to understand and apply the principals of project management in their work.

### Course outcomes & benefits

This course will provide you with a clear structure, and practical tools and knowledge, in how to manage a project from start to finish. You will work on a real project of your choice during session exercises so that you can apply the theory to a real-life situation, and see how the tools and techniques can be used in practice in order to plan and lead successful projects.

### Course content

- Defining the project: scope, stakeholders, parameters, responsibilities and resources.
- Developing the project plan, including timelines, task breakdown, roles and responsibilities and project budget.
- Developing a risk management plan
- Administering and monitoring the project – managing project finances, human, physical and technical resources
- Finalising and reviewing the project

### Duration & course dates

2 days            23 & 24 April  
                      22 & 23 October

### Investment

\$875

### Assessment

This course is aligned to the national competency standard BSBPMG510A, one unit from the Diploma of Management BSB51107.

Optional assessment tasks can be undertaken to achieve a Statement of Attainment in partial completion of the Certificate IV. There is an additional assessment fee of \$200.

### Location

UNSW Global, 12-22 Rothschild Avenue, Rosebery, NSW 2018

### Program code BSFE08

# LEARN4LIFE

Learn4Life 12-22 Rothschild Avenue Rosebery NSW 2018 Australia

Telephone: 1800 727 640 Facsimile: 61 2 8117 2018 Email: [learn4life@unsw.edu.au](mailto:learn4life@unsw.edu.au) Web: [www.learn4life.unsw.edu.au](http://www.learn4life.unsw.edu.au)

Learn4Life is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales ABN 62 086 418 582 UNSW Global Pty Limited NTIS Code 90682