

Diploma of Project Management (BSB51407)

Creative
CORPORATE
SOLUTIONS
PTY LTD

BSB51407 is aligned with the Project Management Body of Knowledge (PMBOK), endorsed by the Australian Institute of Project Management (AIPM), accredited with The Learning Collaborative (RTO ID: 31095) and complies with the Australian Quality Training Framework (AQTF).

This is a nine unit accredited qualification under the Australian Qualifications Framework (AQF) level 5. The Diploma targets project team leaders, managers and other personnel who manage all project activities performed by the team. It is geared towards project personnel who demonstrate expertise, involvement and performance in the management of the project.



Qualification Reference Guide

Qualification	Diploma of Project Management (BSB51407)
Units of Competency	<p>BSBPM501A Manage Application of Integrative Processes All the activities required to integrate and balance the management functions – scope, time, cost, quality, risk, communications, human resources and procurement.</p> <p>BSBPM502A Manage Project Scope All the activities required to determine and manage project expectations and deliverables including planning, authorisation and controls.</p> <p>BSBPM503A Manage Project Time All the activities required to determine and implement the project schedule and to manage the agreed timelines with appropriate intervention strategies.</p> <p>BSBPM504A Manage Project Costs All the activities required to identify, analyse and refine project costs and to ensure the project costs are managed, controlled and reported.</p> <p>BSBPM505A Manage Project Quality All the activities required to manage the quality planning, assurance, control and improvement processes and policies throughout the project.</p> <p>BSBPM506A Manage Project Human Resources All the activities required to determine the resource needs of the project, assignment priorities, development needs, performance issues and evaluation.</p> <p>BSBPM507A Manage Project Communications All the activities required to ensure timely and appropriate information is collected, disseminated and evaluated through managing formal structures and processes.</p> <p>BSBPM508A Manage Project Risk All the activities required to manage the identification, monitoring, controlling and evaluation of project risks.</p> <p>BSBPM509A Manage Project Procurement All the activities required to manage the procurement processes and procedures throughout the project.</p>



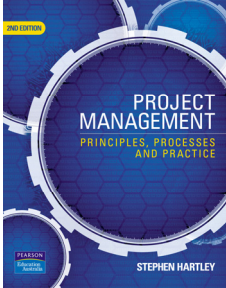
Web: www.creativecorporatesolutions.com.au
Email: hartleyccs@bigpond.com
Phone: 0412 47 3322

Diploma of Project Management
Creative Corporate Solutions © 2009



Entry Requirements	While there are no formal pre-requisites for this qualification, experience in working within and or managing projects would be advantageous. Access to a current project (documentation, processes, practice...) would also be encouraged.
Delivery Format	<p>The qualification is delivered over nine (non consecutive) sessions using a successful blended and tailored format including RPL, face-to-face, self directed learning, individual/group research, workplace documentation and process reviews, manager and facilitator mentoring sessions, presentations and feedback. The flexible delivery enables all learners to fully investigate how they plan and manage their projects within the reality of their operational workplace. While completing the Diploma, there will be opportunities to:</p> <ul style="list-style-type: none"> ▪ engage managers and peers to reinforce learning and identify development needs, ▪ critically assess how operational processes integrate with project deliverables, ▪ demonstrate competence in managing changing project expectations <p>The program covers all the underpinning knowledge and skills required to contribute to the project planning and delivery, to work with diverse stakeholders, to schedule and report performance and to negotiate competing operational and project priorities. It also aligns with the Project Management Body Of Knowledge (PMBOK).</p> <p>The blended format for this qualification is different to traditional content based training where all the information is provided by the facilitator. This format requires candidates to be willing to not only attend all scheduled workshops, but to also liaise with the facilitator, conduct private research, engage directly with peers and managers, and to investigate existing project management principles, processes and practice in the workplace.</p>
Indicative Workload	The time required to complete this qualification (workshops, research, study and or assessment) will vary candidate by candidate with suitability, work load, personal priorities, prior/current project management knowledge and skills, workplace experience and or recent study experience and or preferences impacting on how much time the qualification requires to be completed successfully. A nominal time period to complete all units of competency is between 200 – 250 hours.
Enrolment Fees	<p>The qualification fee of \$4300 (GST free) must be paid in full no later than ten working days prior to the program commencing (unless otherwise negotiated).</p> <p>Fees will be refunded in full if written notification of cancellation is received not less than five days prior to the program commencing. If less than five days notice is received, the paid fees will be either held as a credit for a further program or shall be refunded less 25%. As enrolment expires 12 months after being accepted into the program, all study and assessment must be completed within this timeframe. In circumstances where enrolment has expired, Creative Corporate Solutions may elect to:</p> <ul style="list-style-type: none"> ▪ Re-negotiate an extension due to compassionate grounds ▪ Charge an additional fee to extend the enrolment ▪ Pro-rata any additional fee, or ▪ Refuse your re-enrolment application



<p>Qualification Materials</p>	<p>All candidates will receive a complete qualification package including all workshop and assessment materials, including:</p> <ul style="list-style-type: none"> ▪ The nine units of competency ▪ A complete set of presentation PowerPoint slides ▪ An electronic copy of PMBOK ▪ A copy of 'Project Management: Principles, Processes and Practice' ▪ All assessment requirements ▪ A range of web based resources <p>All case studies and activity handouts</p> 
<p>Content Outline</p>	<p>Day 1</p> <ul style="list-style-type: none"> ▪ Qualification orientation ▪ Preview content, delivery format and mentoring assistance ▪ Outline assessment requirements ▪ Deconstructing units of competency ▪ Separating projects from operational activities ▪ Defining project management (language, process and standards) ▪ Navigating project management frameworks, lifecycles and methodologies ▪ Justifying and prioritising strategic projects ▪ Profiling stakeholder roles, authority, visibility, accountability and outputs <p>Day 2</p> <ul style="list-style-type: none"> ▪ Exploring and documenting the options, alternatives, scope and charter ▪ Profiling risk context, macro sources and treatment strategies ▪ Decomposing and owning the work breakdown structure (WBS) ▪ Estimating to communicate both consequences and confidence ▪ Revisiting risk assessment ▪ Developing and revising the project schedule/plan (Gantt Chart) ▪ Reviewing the impact of the critical path ▪ Documenting the agreed schedule, responsibilities and ramifications ▪ Finalising the project plan <p>Day 3</p> <ul style="list-style-type: none"> ▪ Identification, assignment and levelling of resources ▪ Assessing cash flow and budget implications ▪ Creating and tracking project baseline schedules ▪ Reporting resource/contractor work ▪ Investigating, controlling and communicating authorised changes (scope, budget, time) ▪ Reporting (and responding to) accurate and timely project performance <p>Day 4</p> <ul style="list-style-type: none"> ▪ Ensuring project compliance, completion and close-out ▪ Documenting and communicating lessons learned ▪ Development of final completion reports <p>Day 5</p> <ul style="list-style-type: none"> ▪ Working with earned value to control and report costs ▪ Demonstrating leadership competencies

	<p>Day 6</p> <ul style="list-style-type: none"> ▪ Reviewing workplace evidence and question bank examples ▪ Self directed research, group activities and assessment work ▪ Detailed case study analysis and presentation <p>Day 7</p> <ul style="list-style-type: none"> ▪ Managing kick-in, kick-off and kick-out meetings ▪ Communicating and managing change, conflict and teams ▪ One-on-one mentoring <p>Day 8</p> <ul style="list-style-type: none"> ▪ Mapping quality into projects ▪ Procurement – process and implication ▪ Self directed research, group activities and assessment work <p>Day 9</p> <ul style="list-style-type: none"> ▪ Revisiting assessment guidelines ▪ One-on-one mentoring ▪ Program close <p>(Note – this content and format outline may be subject to change)</p>
<p>Assessment Requirements</p>	<p>Four assessments must be completed and submitted prior to the expiration of the twelve month enrolment period. Partial submissions will not be accepted. The assessment includes:</p> <ul style="list-style-type: none"> ▪ Answering nine short answer questions (500 – 800 words) ▪ Documenting a workplace evidence portfolio mapped against all nine competencies ▪ Mapping nine project management process flowcharts ▪ Developing a project management lifecycle matrix <p>A signed management testimonial on candidate’s project performance is also required.</p> <p>Assessment submission extensions (four weeks) will be considered on an individual basis with all requests in writing prior to the agreed submission deadline. Administrative charges (\$275 GST inc) may apply for additional extension requests.</p> <p>Candidates may be eligible for Recognition of Prior Learning (RPL) if they demonstrate competence in some or all nine units of competency gained through direct work experience, relevant life experience, formal and or informal training and other forms of learning.</p>
<p>Statement of Attainment</p>	<p>A Statement of Attainment is issued for each unit of competence successfully completed. A Diploma is issued when all nine units of competence have been successfully completed.</p>
<p>Additional Information</p>	<p>Web - www.creativecorporatesolutions.com.au Email - hartleyccs@bigpond.com Phone - 0412 47 3322</p>

