



RTO provider code: 60034

Business Skills
IT Solutions
Qualifications



Managing Successful Projects

National Competency Standard (BSB)

BSBADM407 Administer projects

BSBRSK401 Identify risk and apply risk management processes

BSBPMG522 Undertake project work

Participants are asked to prepare for this course by considering a project they are currently working on or on which they are about to start work.

Aim

This course introduces the project management skills and tools required to define, plan and implement projects, meet deadlines and keep budgets under control. The skills are presented in the context of a real project and participants apply the skills to a project of their choosing. Two project management methodologies are introduced: the Tasmanian State Government project management guidelines as defined at http://www.egovernment.tas.gov.au/project_management, and the Project Management Institute's methodology, as defined in the Project Management Body of Knowledge (PMBOK).

The course recognises that successful project management requires more than just technical ability. We therefore present a mixture of both technical and personal skills, including problem solving, communications and working in teams.

The course is presented with a high level of practical work.

Audience

This course is aimed at business owners, managers, supervisors, government employees, project managers and project team members who want to improve their project management skills.

Duration

Two days.

Course Outcomes

1. Understand the project management role and responsibilities.
2. Define project scope.
3. Plan project quality.
4. Plan project time.
5. Plan project resources.
6. Plan project procurement.
7. Plan project costs.
8. Prepare a scope change plan.
9. Plan project governance.
10. Plan project communications.
11. Plan project risk.
12. Prepare an outcomes realisation plan.
13. Optimise the project plan.
14. Track project progress and respond to problems.
15. Evaluate project success.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be

assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

Course Content

About this course

Introduction

- What is a project?
- Stages of a project
- Project development strategy
 - Sequential
 - Incremental
 - Evolutionary
- Project duration
- Key elements in the project life
- Key elements v project stages
- Project size
- Key elements v project size
- Project documentation
- Why projects fail

Initiate stage

- Selecting a project
- Comparative benefit model
- Numerical selection models
 - Payback period
 - Return on investment (ROI)
 - Net present value (NPV)

Scoping and planning stage

- The Project Plan
- Project objectives
- Project outcomes/benefits
- Project activities
- Project outputs & Project Customers
- Planning project activities and Milestones
 - Top down design, Phases and Sub-Phases
 - Grouping tasks
 - Milestones
 - Work Breakdown Structure
 - Estimate task durations
 - Techniques for estimating
 - Task dependencies and constraints
 - Task constraints
 - The Critical Path
 - 'Above the line' and 'below the line' tasks
- Resources
 - Obtain approval for resources
 - Develop the resource management plan
- Costs estimation
- Assumptions
- Constraints
- Prepare a Scope Change Plan
- Governance
- Stakeholder management
 - Communications strategies for stakeholders
- Reporting requirements
- Risk management
 - Identifying risks
 - Identify high risk tasks
 - Identify budget risks
 - Identify resource risks

Formal techniques for recording and managing risks

Costing risks based on probability and consequences

Ongoing risk management

- Issues management
- Optimise the project plan
 - Optimise the project plan to meet the finish date
 - Optimise the project plan for resources
 - Optimise the project plan to meet the budget
- Save the baseline plan
- Prepare the project filing system

Implementation stage

- Set up methods for communicating project information
- Collecting project data
- Record progress and respond to updates
 - Identify schedule problems
 - Put tasks, phases, or the project back on schedule
 - Identify cost problems
 - Changing scope or quality to reduce costs
 - Respond to changes in scope

Finalisation stage

- Outcomes Realisation Plan
 - Transition arrangements
 - Communication
 - Evaluation
- Review final project information
- Review lessons learned

Glossary