

DIPLOMA OF PROJECT MANAGEMENT BSB51407

(Workplace Delivery)

This qualification may also be delivered
through classroom training

Training and Assessment Plan

Developed by:

NDA Tasmania



Diploma of Project Management BSB51407

NDA offers this qualification through two modes of delivery:

1. This outline describes delivery of the qualification at the workplace. Enrolment for this qualification entitles the student to attend any relevant NDA classroom training course free of charge. NDA classroom courses relevant to this qualification include:

- Managing Successful Projects (2 day course)
- Microsoft Project (2 day course)

It should be noted that successful completion of the qualification requires the student to demonstrate competency in the use of Microsoft Project. If the student does not have access to Project software at the workplace then attendance at NDA's *Microsoft Project* course will be essential.

2. The qualification may also be delivered through five days of instructor-led presentation in the classroom. For information regarding this mode of delivery please see the *Diploma of Project Management - Training and Assessment Plan (classroom delivery)*

Aims and Outcomes

This is a training program that leads to the completion of the Australian Government's Business Services Training Package for Project Management. It will equip participants with the essential knowledge, skills and attributes required to work effectively in Project Management positions that require conceptual, operational and supervisory capabilities.

Career Opportunities

Graduates are qualified to gain employment as Project Managers/supervisors/consultants in a wide range of industries.

About this Course

The Diploma of Project Management has been designed to equip the participants with the essential skills, knowledge and attributes required to work effectively in any industry. Project Managers are required to perform a multitude of tasks ranging from, managing human resources, managing information management systems, performance management, recruitment, selection and quality management.

Course Content

9 units as described below:

Unit No	Unit Title
BSBPMG501A	Manage Project Integration
BSBPMG502A	Manage Project Scope
BSBPMG503A	Manage Project Time
BSBPMG504A	Manage Project Costs
BSBPMG505A	Manage Project Quality
BSBPMG506A	Manage Project Human Resources
BSBPMG507A	Manage Project Communications
BSBPMG508A	Manage Project Risk
BSBPMG509A	Manage Project Procurement

The course manual and terminology is based on the *Project Management Body of Knowledge (PMBOK)* as developed by the *Project Management Institute*. Additional material is introduced from the Tasmanian Government's online project management resource at:

http://www.egovernment.tas.gov.au/project_management.

Entry Requirements

There are no entry requirements for this qualification.

Pathways into the Qualification

Preferred pathways for candidates considering this qualification include:

BSB41507 Certificate IV in Project Management or other relevant qualification/s

OR

with extensive vocational experience in project roles where they may have had some limited responsibility for the output of others, and without a formal project management qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Project Team Member
- Project Coordinator
- Project Management Officer
- Project or Program Administrator.

It is unlikely that someone not working in a role similar to those listed above would be able to meet the assessment requirements of the qualification.

Pathways from the Qualification

After achieving this qualification candidates may undertake:

BSB60707 Advanced Diploma of Project Management.

Links to other Qualifications

The course content for this qualification has been mapped to the Project Management Institute's *Project Management Professional* (PMP) qualification. Successful completion of the Diploma of Project Management will prepare participants to complete the Institute's online exam for the PMP qualification.

Program Delivery

This program is delivered at the workplace by self-study of the supplied resource materials. The supplied resource materials include:

- The Project Management Body of Knowledge (PMBOK) as developed by the Project Management Institute. This is a substantial reference manual with a module devoted to each of the nine units required for the qualification.
- NDA's Microsoft Project training manual.
- Project management templates.
- The Tasmanian Government's online project management resource at http://www.egovernment.tas.gov.au/project_management.
- NDA assessment materials for each unit.

Program Assessment

Assessment Overview

It is essential that evidence for assessment for each unit be provided from **multiple complex projects**:

- **Multiple projects** means that, for each unit, evidence be provided from more than one project.
- **Complex projects** are defined as projects which involve:
 - The need for a comprehensive project plan.
 - The need for a formal communications strategy.
 - A dedicated project budget.
 - Multiple administrative and operational components.
 - A wide range of stakeholders.
 - A project team.

Assessment for this qualification is holistic, as recommended in the unit outlines. Holistic means that the content of each unit is not viewed in isolation but in relation to the other units in the qualification.

Assessment Strategies

The assessment strategies include:

- Completion of the nine multiple choice tests supplied with the PMBOK material. These simulate the online exam for the *Project Management Professional* qualification which has a pass mark of 61%. Completion of the multiple choice tests demonstrates competency in the underpinning knowledge of project management and prepares the student for the PMP qualification.*
- Completion of NDA's assessment instruments comprising:
 - Written papers which, in combination with the other assessment strategies, allow the student to demonstrate competency in the performance criteria specified for each unit. In most instances this will be based on the application of project management skills in real projects at the student's workplace. If the student is unable to draw upon practical experience at the workplace then assessment may be based on a simulated environment through the case studies.
 - Practical exercises completed using project management software. These exercises allow the student to demonstrate competency in the use of technologies that are typically used to support the project management process.
 - Completion of templates that correspond to key project management tasks such as, but not limited to, a feasibility study, project plan or risk management plan. The templates may be completed using data from workplace projects completed by the student or apply to the case studies referred to above. Successful completion of the templates demonstrates an ability to apply project management skills - either at the workplace or in a simulated workplace environment.

* Note: while a score of 61% is required to complete the Project Management Institute's *Project Management Professional* (PMP) qualification, such a score is not required for successful completion of the Diploma. The research and completion of the self-test multiple choice is a part of the learning process for the student and provides them with a guide to their readiness to complete the PMP online test.

The Location and Timing of Assessment

Assessment of your completed assessment materials will take place at your workplace. NDA's assessor will arrange with you a mutually convenient time for visits. Approximately two weeks before the visit you should email your assessor the completed written assessment materials relevant to the visit.

The Use of a Simulated Environment in Assessment

Given that candidates for this qualification are working in some form of project-oriented environment it is likely that the majority of assessment will be based on real workplace projects and that assessment based on a simulated environment will only be required for elements where the candidate's employment background does not include all activities required to meet the specified performance criteria.

Evidence Gathering for Assessment

Unit of Competence	Elements	Assessment Methods *	Templates to be Completed
Manage Project Integration	1-3	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria.	Schedule Change Request Lessons Learned
Manage Project Scope	1-2	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria. Spreadsheet cost-benefit analysis	Project Charter Scope Management Plan
Manage Project Time	1-3	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria. Project schedule using MS Project	Project Schedule Milestone Chart Activity Duration Estimating Schedule Variance Analysis
Manage Project Costs	1-3	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria Project schedule using MS Project	Cost Management Plan Cost Estimates
Manage Project Quality	1-3	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria.	Quality Management Plan
Manage Project Human Resources	1-3	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria.	Stakeholder Management Plan Roles & Responsibility List
Manage Project Communications	1-4	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria.	Communications Management Plan
Manage Project Risk	1-3	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria.	Risk Management Plan Risk Response Plan
Manage Project Procurement	1-4	Multiple choice tests of underpinning knowledge Written answers to questions based on the specified performance criteria.	Procurement Management Plan Project Contract Performance Reports

* Please refer to NDA's separate assessment documentation for each unit for the detailed assessment requirements.

Delivery Schedule

The qualification should be completed over a period of up to 24 months. The PMBOK material should logically be completed in the following sequence:

Introduction:

- The Project Management Framework

- The Standard for Project Management of a Project

The nine knowledge areas that correspond to the nine units of the Diploma:

- Project Integration Management

- Project Scope Management

- Project Time Management

- Project Cost Management

- Project Quality Management

- Project Human Resource Management

- Project Communications Management

- Project Risk Management

- Project Procurement Management

A reasonable schedule for the student would be to complete one unit every two months in the sequence suggested above.