



Get the Project Done

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBPMG430 - Undertake project work (with post course work)

Course Objectives

This course defines the skills and knowledge required to undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

The unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

Learning Outcomes

Establish project parameters

- Identify scope
- Define stakeholders
- Seek clarification from delegating authority
- Identify responsibilities
- Clarify relationship with other projects
- Identify availability and access of resources

Develop project plan

- Identify risks and develop a risk management plan
- Develop project budget and timeframe
- Consult team members
- Identify and access appropriate tools
- Develop project plan
- Finalise project plan project

Administer and monitor project

- Communicate responsibilities to project team members
- Establish and maintain required recordkeeping
- Implement and monitor plans for managing the project
- Undertake risk management

Finalise and review project

- Complete financial recordkeeping
- Complete project documentation and obtain sign-offs for concluding project
- Review project outcomes and processes
- Document feedback and suggested improvements

Optional Assessment - \$195 per unit

This course is part of 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 aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.