



NDA

TRAINING TASMANIA

RTO Provider Code: 60034

Managing Successful Projects

National Competency Standard (BSB):

BSBADM407 Administer projects

BSBPMG522 Undertake project work

BSBRSK401 Identify risk and apply risk management processes

Course Objectives

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.

Duration

2 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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises 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.

Managing Successful Projects

Course Content

About this course

- Project management skills presented
- Course resources

Introduction

- What is a project?
- The Project Manager
- Phases of a project
- Project management methodologies
Project Management Body of Knowledge (PMBOK)
- Project development strategies
- Implications of project duration
- Key knowledge areas in the project life
- Implications of project size
- Knowledge areas v project size
- Project documentation
- Project Management Information Systems (PMIS)
- Why projects fail
- Problem solving and project management

Initiate phase

- Selecting a project
- Comparative benefit analysis
- Numerical selection models
Payback period
Return on investment (ROI)
Net present value (NPV)
- Output of the initiate stage

Scoping and planning phase

- How to develop a project plan
- Planning project scope
Project problem statement and goal
SMART outcomes
Project deliverables
Project activities
Project assumptions
- Planning project quality
Project quality and product quality
The cost of quality
Quality planning
Quality assurance
Quality control
- Planning project time
Top down design, Phases and Sub-Phases

Milestones

Work Breakdown Structure

Estimating task durations

Techniques for estimating

The Critical Path

- Planning resource management
 - Planning project costs
 - Scope creep and project changes
A Scope Change Plan
 - Planning project governance
 - Planning stakeholder management
Stakeholder engagement
 - Planning project communications
Communication channel characteristics
Status reporting
 - Planning project risk
Prepare a risk management plan
Prepare a risk register
Identifying risks
Costing risks based on probability and consequences
Ongoing risk management
 - Managing issues
 - The project filing system
 - 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
- ### Implementation phase
- Tracking project progress
Project team meetings
 - Fix problems
Keep the schedule on track
Keep scope on track
Keep cost within budget
 - Report on project progress
- ### Finalisation phase
- Outcomes Realisation Plan
 - Outputs of the finalisation stage

Glossary