



NDA

TRAINING TASMANIA

nurture - develop - achieve

Project Management Essentials

Course Cost

\$ 375

Duration

1 Day

Locations

- Hobart
- Launceston

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBPMG430 – Undertake project work

Prerequisites

There are no pre-requisites for this course.

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

1. Understand how to establish project parameters
2. How to develop a project plan
3. How to administer and monitor projects
4. How to finalise and review projects

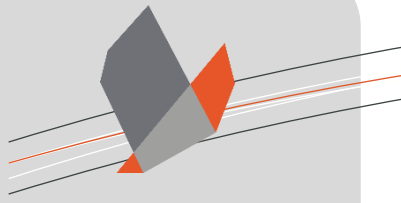
Optional Assessment

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.

PER UNIT FEE: \$150



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Project Management Essentials Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

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.

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

Establish project parameters

- Identify project scope
- Define project stakeholders
- Seek clarification from delegating authority of issues related to project and project parameters
- Identify responsibilities of relevant stakeholders and reporting requirements
- Clarify relationship of project to other projects and to the objectives of the organisation
- Identify availability and access of resources for undertaking the project

Develop project plan

- Identify risks and develop a risk management plan for project, including Work Health and Safety (WHS)
- Develop project budget and timeframe and seek approval from relevant stakeholders
- Consult team members and apply their views in planning the project
- Identify and access appropriate project management tools
- Develop project plan according to project parameters and deliverables
- Finalise project plan and gain necessary approvals to commence project according to documented plan

Administer and monitor project

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

Finalise and review project

- Complete financial recordkeeping associated with project and confirm according to agreed budget
- Complete project documentation and obtain sign-offs for concluding project
- Review project outcomes and processes against the project scope and plan
- Document feedback and suggested improvements