Course Information Handbook 2016

BSB51415 Diploma of Project Management
Description of Qualification

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialized, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Entry Requirements

There are no entry or pre-requisite requirements for this qualification.

Duration of training

Course duration of this Diploma of Project Management is up to 1 year.

Competencies required to obtain Qualifications

To receive this Diploma of Project Management, learners must complete twelve (12) units of competency as outlined in the training package (below). This qualification has eight (8) core units and four (4) electives.

Pathways from this qualification

This program is at Level 5 on the Australian Qualification Framework (AQF) and, hence, is a nationally recognised vocational qualification.

After achieving the BSB50215 Diploma of Business, students may undertake the BSB60215 Advanced Diploma of Business, or a range of other Advanced Diploma qualifications or seek credit towards a tertiary undergraduate program.

Credit Transfer (CT) / Recognition of Prior Learning (RPL)

If you have completed past studies in areas related to the Diploma of Project Management, you may be eligible for a credit transfer. You will need to complete an application form and provide a JP certified copy of your past qualification(s).

Recognition of Prior Learning (RPL) is a form of assessment that involves evaluating the skills and knowledge acquired by a person (including formal, informal and non-formal learning) to determine credit outcomes. It exists for people who are confident they already have developed knowledge for some, or all of their units of competency, either through previous experience or study. To assess eligibility for RPL, applicants will need to apply for RPL. For further information about credit transfers or RPL contact headoffice@ccc.edu.au or phone 1300 907 050.

Client needs assessment

Client needs are established during an individual Pre-Training Assessment. This includes Reading & Writing tasks, a Numeracy assessment and an interview which assesses Learning & Oral Communication Skills and any cultural or ethnic considerations. Customisation of resources and assessment, or assistance is available, for participants with special needs.
Delivery Mode

This course is delivered via a structured workshop/classroom program and/or online. All students access the online Learning Management Systems (LMS), which provides resources, readings, slides, case studies and assessment tasks. The trainer/assessor presents information, facilitates interactive discussions, group work and/or reflective practice. Course assessments relate to ‘real work’ expectations and outcomes.

Course Structure

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Outline of Units

**BSBPMG511 - Manage project scope**

Unit Descriptor:

This unit describes the skills required to determine and manage project scope. It involves obtaining project authorisation, developing a scope-management plan, and managing the application of project scope controls.

Elements:
1. Conduct project authorisation services
2. Define project scope
3. Manage project scope-control process.
Pre requisites: Nil

**BSBPMG512 - Manage project time**

Unit Descriptor:

This unit looks at the management of time in projects. It involves determining and implementing the project schedule, and assessing time-management outcomes.

Elements:
1. Determine project schedule
2. Implement project schedule
3. Assess time-management outcomes.

Pre requisites: Nil

**BSBPMG513 - Manage project quality**

Unit Descriptor:

This unit considers quality management in projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.

Elements:
1. Determine quality requirements
2. Implement quality processes
3. Implement project quality improvements.

Pre requisites: Nil

**BSBPMG514 - Manage project cost**

Unit Descriptor:

This unit describes the skills required to identify, analyse and refine project costs to produce a budget, and to use this budget to control project cost.

Elements:
1. Determine project costs
2. Monitor and control project costs

Pre requisites: Nil

**BSBPMG515 - Manage project human resources**

Unit Descriptor:

This unit considers human resource management in and for projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.
Elements:
1. Plan human resources
2. Implement personnel training and development
3. Lead the project team
4. Finalise human resource activities.

Pre requisites: Nil

**BSPMG516 - Manage project information and communication**

Unit Descriptor:

This unit describes the skills required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

Elements:
1. Plan information and communication processes
2. Implement project information and communication processes
3. Assess information and communication outcomes.

Pre requisites: Nil

**BSBPMG517 - Manage project risk**

Unit Descriptor:

This unit describes the skills required to manage risks that may impact on project objectives. It involves identifying, analyzing, treating and monitoring project risks, and assessing risk-management outcomes.

Elements:
1. Identify project risks
2. Analyse project risks
3. Establish risk treatments and controls
4. Monitor and control project risks
5. Assess risk-management outcomes.

Pre requisites: Nil

**BSBPMG521 - Manage project integration**

Unit Descriptor:

This unit describes the skills and knowledge required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communication, risk and procurement across the project life cycle. It also involves aligning and tracking the project objectives to comply with organisational goals, strategies and objectives.

Elements:
1. Establish project
2. Undertake project planning and design processes
3. Execute project in work environment
4. Manage project control
5. Manage project finalisation.

Pre requisites: Nil

**BSBWOR501 - Manage personal work priorities and professional development**

Unit Descriptor:

This unit describes the capabilities required to create systems and processes to organise information and prioritise tasks.

Elements:
1. Establish personal work goals
2. Set and meet own work priorities
3. Develop and maintain professional competence

Pre requisites: Nil

**BSBPMG518 - Manage project procurement**

Unit Descriptor:

This unit addresses procurement in projects. It involves determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.

Elements:
1. Determine procurement requirements
2. Establish agreed procurement processes
3. Conduct procurement activities
4. Implement and monitor procurement
5. Manage procurement finalisation procedures.

Pre requisites: Nil

**BSBPMG519 - Manage project stakeholder engagement**

Unit Descriptor:

This unit describes the skills required to manage stakeholder relationships during a project. It involves ensuring the timely and appropriate involvement of key individuals, organizations and groups throughout the project.

Elements:
1. Identify and address stakeholder interests
2. Manage effective stakeholder engagement
3. Manage stakeholder communications.

Pre requisites: Nil
BSBPMG520 - Manage project governance

Unit Descriptor:

This unit describes the establishment and implementation of project governance. It involves identifying, applying, monitoring and reviewing project governance. It applies to individuals responsible for managing and leading a project in an organisation, business or as a consultant.

Elements:
1. Identify project management structure
2. Apply project governance policies and procedures
3. Monitor and review project governance.

Pre requisites: Nil

Captain Cook College trusts that you will enjoy your learning experience with us and we wish you all the very best in successfully completing your qualification.

For further information call 1300 907 050 or email applications@ccc.edu.au.