



CERTIFICATE IV IN PROJECT MANAGEMENT

**PROGRAM 1 - 29 & 30 MARCH
+ 26 & 27 APRIL**

PROGRAM 2 - 4 & 5 JUNE + 19 & 20 JUNE

AN INTENSIVE, FOUR DAY, ACCREDITED TRAINING PROGRAM FOR MANAGERS, PROJECT AND TEAM LEADERS WITH RESPONSIBILITY FOR ORGANISATIONAL PROJECTS - IN SERVICE OR SYSTEMS IMPROVEMENT, POLICY DEVELOPMENT, CHANGE MANAGEMENT, CONSULTANCY AND IN THE ACHIEVEMENT OF OTHER ORGANISATIONAL AND STRATEGIC OBJECTIVES.

Project management is an essential work skill in all organisations. Planning, managing and working within a project requires specialised knowledge and skills - in analysing and scoping projects, in scheduling, budgeting and controlling project activities and in managing project stakeholders and communication.

This program has been specifically designed for Managers, Project and Team Leaders in the public sector with responsibility for planning and implementation of organisational projects. It has been designed for managers who wish to gain a nationally recognised qualification in Project Management. This qualification leads into the Diploma of Project Management.

PROGRAM

The Certificate IV in Project Management involves 4 days of face to face training delivered in two blocks of two days separated by a few weeks.

The first two days identify the knowledge and skills required to plan and organise projects within the public sector environment. Participants are encouraged to draw on personal experience and provide examples from their workplace.

The third and fourth day consolidates and strengthens the participant's knowledge and skills with a strong focus on the presentation and discussion of participant case studies and the assessment task.

CORE UNITS

The Certificate IV in Project Management explores eight knowledge areas of Project Management, including application of techniques, approaches and procedures for management of:

- Project scope
- Time, cost and quality
- Human resources
- Communications
- Risk
- Contracts and Procurement

ASSESSMENT

The Certificate IV in Project Management includes:

- assessment tasks to be completed in class
- a work based assessment task to be completed within 6 weeks of commencing the program

WHO SHOULD ATTEND

This program is designed for Managers, Project and Team Leaders who have some experience working on projects. Ideally participants will either be working in a project environment in the public sector or planning to do so in the near future.



**NATIONALLY RECOGNISED
TRAINING**

VENUE

PROGRAM 1
Crowne Plaza Melbourne
1-5 Spencer Street, Melbourne

PROGRAM 2
Monash Conference Centre
Level 7, 30 Collins Street
Melbourne

DATE & TIME

PROGRAM 1
Thursday 29 & Friday 30
March PLUS
Thursday 26 & Friday 27
April 2012
9.00 am – 4.00 pm

PROGRAM 2
Monday 4 & Tuesday 5
June PLUS Tuesday 19
& Wednesday 20 June
2012
9.00 am – 4.00pm

COST

\$1980.00
inclusive of materials
and lunch

CLOSING DATE FOR REGISTRATIONS

PROGRAM 1
Thursday 15 March
2012

PROGRAM 2
Monday 21 May 2012

ARRIVAL

8.45 am
Arrival - tea & coffee
9.00 am
Welcome & Introduction

DAY ONE

PROJECT MANAGEMENT OVERVIEW AND CONTEXT

WELCOME AND INTRODUCTION

- Objectives for the program
- Participant expectations
- Program resources – templates, materials and consultancy support

PROJECT MANAGEMENT OVERVIEW AND CONTEXT

- Project environment
- Definitions and project parameters
- Success factors and key elements
- Project 'Life-cycle'- phases, stages and activities
- Project tools
- Participant 'live' project preliminary briefs

PROJECT CONCEPT (STAGE 1)

- Project brief, objectives and deliverables
- Project management roles
- Costings, timelines and feasibility

STAKEHOLDER ANALYSIS

- Sponsorship and support for the project
- Stakeholder analysis and involvement

RISK ANALYSIS

DAY TWO

PROJECT SCHEDULE (STAGE 2)

- Developing the Work Breakdown Structure - WBS
- Tasks, activities, stages and responsibility
- Gantt chart development
- Precedence and critical path
- Project Specification and scalability

PROJECT GOVERNANCE

- Project Governance
- Project terms of reference
- Governance roles and responsibilities

CONTRACT AND PROCUREMENT

- Procurement and contractor selection
- Contract administration and management

PROJECT TEAMWORK AND COMMUNICATIONS

- Working with project teams
- Teams at Work
- Team meetings
- Communications strategy and plan

PROJECT MANAGEMENT ASSESSMENT OVERVIEW

- Program resources
- Participant case study preparation

DAY THREE

PROJECT PROGRESS (STAGE 3)

- Project implementation and tracking
- Quality control
- Monitoring and reporting
- Risks and issues management
- Project communication
- Contract monitoring

STAKEHOLDER COMMUNICATION

- Project communications
- Supporting the project team
- Governance reporting
- Stakeholder management
- Communication tools

PARTICIPANT PROJECT PRESENTATIONS AND REVIEW

DAY FOUR

PROJECT OUTCOMES (STAGE 4)

- Finalisation tasks
- Sponsor acceptance
- Stakeholder debrief
- Close out report

TROUBLE-SHOOTING

- Controlling 'Scope Creep'
- Common pitfalls
- Project Variation - requesting scope changes

PARTICIPANT PROJECT PRESENTATIONS AND REVIEW

PROJECT MANAGEMENT ASSESSMENT PACK AND PROCESSES

CERTIFICATE IV ASSESSMENT

