

BSB50820

Diploma of Project Management

About this course

Become a driving force behind getting projects completed on time, on scope and on budget.

Build your skills in engaging stakeholders, using project management software, managing project quality, navigating the PMBOK and more. By the end of this course, you'll be equipped to land a job as a Project Manager, Project Officer or Project Team Leader.

What will I learn?

- Discover how to prepare detailed scope management plans that help avoid scope creep
- Learn how to define, schedule and monitor project tasks from initiation to completion
- Build your skills in identifying, analysing and controlling project risks
- Develop your ability to use estimation techniques for project budgets as well as strategic approaches to help prevent cost overruns
- Learn how to use quality management tools and processes to maintain a project's quality standards
- Be equipped to identify, categorise and engage project stakeholders effectively
- Discover best practices for coordinating project management activities

Career Opportunities

- Project Manager
- Project Administrator
- Project Coordinator
- Assistant Project Manager
- Project Officer
- Project Team Leader

What are the entry requirements

- Have completed Australian Year 12 or equivalent
- IELTS 6.0 English language equivalence if a non-native English speaker
- Be at least 18 years of age
- Have technological literacy (ability to use and access a computer with word processing applications)

Note: Students will also have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.

Course Overview



Qualification
Diploma



CRICOS code
104061M



Study mode
Blended learning



Duration
52



Units
12 Units of Competency

Course Units

Unit code	Unit name	What you'll learn
BSBPMG538	Manage project stakeholder engagement	Learn how to manage a range of different project stakeholders from project team members to project sponsors and senior management. In this unit, you'll build your skills in evaluating stakeholder interests and tailoring your communication approach for different stakeholders. You'll also develop your ability to lead stakeholder performance reviews and seek stakeholder feedback.
BSBPMG530	Manage project scope	As a project manager, it's vital you understand project scope; that is, the total amount of work that needs to be done to complete a project. In this unit, you'll explore how to obtain project authorisation, develop a scope management plan and apply project scope controls. You'll also learn how to negotiate project boundaries, build shared understandings of desired project outcomes and manage scope changes.
BSBPMG531	Manage project time	Discover a range of approaches that can be used to help ensure projects are delivered on time. In this unit, you'll build your understanding of building project schedules, including creating work breakdown structures. You'll also explore how to identify baseline variances and navigate making project schedule changes.
BSBPMG534	Manage project human resources	Learn how to manage the humans that are involved with planning and implementing a project. In this unit, you'll explore how to align project tasks with people with the right skills and knowledge. You'll also build your ability to create clear project roles and organise training and development for project team members.
BSBPMG533	Manage project cost	In this unit, you'll explore practical approaches that can be used to help you deliver projects on budget. You'll develop your understanding of how to produce a well-planned project budget. You'll also build practical skills in monitoring actual expenditures, identifying cost variations and completing cost-management processes.
BSBPMG532	Manage project quality	Dive into the world of project quality. Discover approaches you can use to help ensure a project's deliverables and outcomes meet project requirements and stakeholder expectations. Learn how to set quality objectives, perform a quality assurance audit, maintain a quality management system and take action to improve project quality.

Course Units

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BSBSTR502	Facilitate continuous improvement	Discover how you can lead a project team to regularly identify areas of improvement and take action to address them. Build your skills in encouraging team members to share their ideas and participate in decision-making processes. Also develop your ability to monitor team progress and coach team members on continuous improvement.
BSBPMG539	Manage project governance	Build your understanding of project governance; that is, a management framework that guides decision-making, accountability and oversight throughout a project's lifecycle. Learn how to assign governance roles and responsibilities to relevant stakeholders and communicate a project governance plan. Then implement, monitor and review project governance approaches.
BSBPMG537	Manage project procurement	Grow your skills in managing project procurement; that is, the sourcing of external resources, such as goods and materials, needed to complete a project. Build your skills in documenting a procurement management plan, engaging suppliers and maintaining procurement records.
BSBPMG536	Manage project risk	Learn how to manage risks that may impact the success of a project. In this unit, you'll explore how you can identify risks and rank them using a risk ranking system. You'll also build your skills in selecting risk treatment options and allocating risk responsibilities to project team members.
BSBPMG535	Manage project information and communication	Discover how to ensure information is effectively communicated through a project's lifecycle. Learn how to develop a communication management plan, use a project-management information system and effectively capture project information. Also gain skills in overcoming communication challenges and archiving project records.
BSBPMG540	Manage project integration	Build your skills in project integration; that is, the coordinating of project tasks, resources, stakeholders and deliverables. In this unit, you'll learn how to prepare project initiation documentation, develop a project charter and create a project management plan. You'll also discover how to implement a project and undertake project finalisation activities.